

**EEO PUBLIC FILE REPORT**

**This Report covers full-time vacancy recruitment data for the period: March 23, 2023 – March 22, 2024.**

- 1) Employment Unit: The Board of Trustees of the University of Pennsylvania**
- 2) Unit Members (Stations and Communities of License): WXPN(FM), Philadelphia, PA (FIN 68229)  
WXPB(FM), Middletown, PA (FIN 87834)  
WXPJ(FM), Hackettstown, NJ (FIN 9759)**
- 3) EEO Contact Information for Employment Unit:**

Mailing Address:  WXPN (FM) 3025 Walnut Street Philadelphia, PA 19104-3402	Telephone Number: 215-898-6677
	Contact Person/Title: Roger LaMay / General Manager
	E-mail Address: roger@xpn.org

**4) Full-Time Job Vacancies Filled by Each Station in the Employment Unit:**

<b>Job Title</b>	<b>Recruitment Source Referring Hiree</b>
Development Associate	Workday: Careers@Penn
Officer of Individual Giving	Indeed
Sales Representative	WXPB on air
Programming and Booking Coordinator	Penn employee
Digital Content Manager	WXPB on air
Accounts Payable Manger	LinkedIn
Video Production Coordinator	Penn employee

Full-time job vacancies filled during the reporting period: 7

5.1) Job Title: Development Associate

Referral Source(s) of Hire: Workday: Jobs@Penn

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Careers@ Penn – the University of Pennsylvania HR Website	Penn HR	University of Pennsylvania HR Div., 3401 Walnut Street Philadelphia, PA 19104-6228 <a href="mailto:julietag@upenn.edu">julietag@upenn.edu</a>	215-898-1303	1	Yes
Other Internet Advertisement/ WXPB Website:	Emily Costello, Digital Marketing Content Producer t	WXPB-FM, 3025 Walnut St. Philadelphia, PA 19104-3402 <a href="https://www.xpb.org">https://www.xpb.org</a> <a href="https://xpb.org/about-xpb/jobs">https://xpb.org/about-xpb/jobs</a>	215-898-6677		Yes
XPB On-Air	Erica Zito, traffic manager/Debbie Seitz marketing manager	3025 Walnut Street Philadelphia, PA 19104 <a href="https://xpb.org">https://xpb.org</a> <a href="mailto:dseitz@xpb.org">dseitz@xpb.org</a> <a href="mailto:ezito@xpb.org">ezito@xpb.org</a>	Ph: 215-898-6677		
Other Internet Advertisement/ Greater Philadelphia Cultural Alliance Job Bank	Lauren Gilmore, Manager of Membership & Administration	1315 Walnut St., St 732 Philadelphia, PA 19103 <a href="https://www.philaculture.org/what-we-do/job-bank">https://www.philaculture.org/what-we-do/job-bank</a> <a href="mailto:laureng@philaculture.org">laureng@philaculture.org</a>	215-399-3530		No
Other Internet Advertisement/ Corporation for Public Broadcasting	Carole Mah, Web Developer, <a href="http://www.cpb.org">CPB</a>	401 9th Street NW Washington, DC 20004-2129 <a href="https://www.cpb.org/jobline">https://www.cpb.org/jobline</a> <a href="mailto:cmah@cpb.org">cmah@cpb.org</a>	202-879-9600		No
Other Internet Advertisement/ All Access Music Group		24955 Pacific Coast Highway, Suite C303 Malibu, CA 90265 <a href="http://www.allaccess.com">www.allaccess.com</a>	310-457-6616		No
Other Internet Advertisement/ PMBA – Public Media Business Association	Sara Wood, Executive Director	1300 Piccard Drive, Suite LL 14, Rockville, MD 20850 <a href="mailto:info@pmbaonline.org">info@pmbaonline.org</a> <a href="mailto:ajackson@pmbaonline.org">ajackson@pmbaonline.org</a>	P 240-844-3612 Direct 240.404.6491		No
Other Internet Advertisement/ PRPD website	Mollie Pollack, Business and Operations Manager	PO Box 82560 Pittsburgh, PA 15218 <a href="https://prpd.org/jobs">https://prpd.org/jobs</a> <a href="mailto:mpollack@prpd.org">mpollack@prpd.org</a>	Ph: 412-243-4602		No
Other professional affiliation/trade website-	RECPhilly	901 Market Street Unit 2120, Philadelphia, PA 19107	215.397.5180		No
Other Internet Advertisement/Inside Higher Ed	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/Diverse Issues in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/Blacks in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/Hispanics in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/HBCU Career Center	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No

Station WXPB/WXPH/WXPJ are Equal Opportunity Employer.

Other Internet Advertisement/Higher Ed jobs	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/ LinkedIn – WXPJ	WXPJ marketing team	<a href="http://www.linkedin.com">www.linkedin.com</a> <a href="https://www.linkedin.com/jobs/">https://www.linkedin.com/jobs/</a>	Ph: 215-898-6677		No
Other Internet Advertisement/ Indeed	Penn HR/Aggregator	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563	1	No
Referred by Penn Employee	unspecified	N/A		1	No
Referred by friend or family member	Kristina Dugan	Former Penn employee	N/A	1	No
Other Social Media					No
Other website ad/unspecified				2	No

**Total interviewed: 6**

**5.2) Job Title:** Individual Giving Officer      **Referral Source(s) of Hiree:** Indeed

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Careers@ Penn – the University of Pennsylvania HR Website	Penn HR	University of Pennsylvania HR Div., 3401 Walnut Street Philadelphia, PA 19104-6228 <a href="mailto:julietag@upenn.edu">julietag@upenn.edu</a>	215-898-1303		Yes
Other Internet Advertisement/ WXPJ Website:	Emily Costello, Digital Marketing Content Producer	WXPJ-FM, 3025 Walnut St. Philadelphia, PA 19104-3402 <a href="https://xpn.org/about-xpn/jobs">https://xpn.org/about-xpn/jobs</a>	215-898-6677		Yes
XPN On-Air	Rachel Barrish/Erica Zito	3025 Walnut Street Philadelphia, PA 19104 <a href="mailto:ezito@xpn.org">ezito@xpn.org</a> <a href="mailto:rbarrish@xpn.org">rbarrish@xpn.org</a>	Ph: 215-898-6677		No
Other Internet Advertisement/ Greater Philadelphia Cultural Alliance Job Bank	Lauren Gilmore, Manager of Membership & Administration	1315 Walnut St., St 732 Philadelphia, PA 19103 <a href="https://www.philaculture.org/what-we-do/job-bank">https://www.philaculture.org/what-we-do/job-bank</a> <a href="mailto:laureng@philaculture.org">laureng@philaculture.org</a>	215-399-3530		No
Other Internet Advertisement/ Corporation for Public Broadcasting	Carole Mah, Web Developer, <a href="http://www.cpb.org">CPB</a>	401 9th Street NW Washington, DC 20004-2129 <a href="https://www.cpb.org/jobline">https://www.cpb.org/jobline</a> <a href="mailto:cmah@cpb.org">cmah@cpb.org</a>	202-879-9600		No
Other Internet Advertisement/ All Access Music Group		24955 Pacific Coast Highway, Suite C303 Malibu, CA 90265 <a href="http://www.allaccess.com">www.allaccess.com</a>	310-457-6616 /		No
Other Internet Advertisement/ PMBA – Public Media Business Association	Alisa Jackson Member Services Specialist	1300 Piccard Drive, Suite LL 14, Rockville, MD 20850 <a href="mailto:info@pmbaonline.org">info@pmbaonline.org</a> <a href="mailto:ajackson@pmbaonline.org">ajackson@pmbaonline.org</a>	P 240-844-3612 Direct 240.404.6491		No
Other Internet Advertisement/ Diverse Issues in Higher Educ.	Penn HR	Posted via Penn HR partnership w/JobElephant / JobElephant.com <b>Andy Boom</b> , Dir. Bus. Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No

**Station WXPJ/WXPH/WXPJ are Equal Opportunity Employer.**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Other Internet Advertisement/ Inside Higher Education	Penn HR	Posted via Penn HR partnership w/JobElephant / JobElephant.com <b>Andy Boom</b> , Dir. Bus. Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/ Blacks in Higher Education	Penn HR	Posted via Penn HR partnership w/JobElephant / JobElephant.com <b>Andy Boom</b> , Dir. Bus. Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/ Hispanics in Higher Education.	Penn HR	Posted via Penn HR partnership w/JobElephant / JobElephant.com <b>Andy Boom</b> , Dir. Bus. Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/ HBCU Career Ceter.	Penn HR	Posted via Penn HR partnership w/JobElephant / JobElephant.com <b>Andy Boom</b> , Dir. Bus. Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Other Internet Advertisement/ Indeed.com.	Penn HR	Posted via Penn HR partnership w/JobElephant / JobElephant.com <b>Andy Boom</b> , Dir. Bus. Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563	2	No
Other Internet Advertisement/ Chronicle of Higher Education	Penn HR	Posted via Penn HR partnership w/JobElephant / JobElephant.com <b>Andy Boom</b> , Dir. Bus. Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		no
Other professional affiliation/trade website-	RECPhilly	901 Market Street Unit 2120, Philadelphia, PA 19107	215-397-5180		
Referred by Penn Employee	unspecified	N/A	N/A	2	No
Referred by Friend or Family					No
Other Social Media Site/ LinkedIn	WXPX Marketing	N/A	N/A	1	No

**Total interviewed: 5**

**5.3) Job Title:** Sales Representative

**Referral Source(s) of Hire:** WXPX on air

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Careers@ Penn – the University of Pennsylvania HR Website	Penn HR	University of Pennsylvania HR Div., 3401 Walnut Street Philadelphia, PA 19104-6228 <a href="mailto:julietag@upenn.edu">julietag@upenn.edu</a>	215-898-1303		Yes
Other Internet Advertisement/ WXPX Website:	Emily Costello Digital Marketing Content Producer	WXPX-FM, 3025 Walnut St. Philadelphia, PA 19104-3402 <a href="https://www.xpn.org">https://www.xpn.org</a> <a href="https://xpn.org/about-xpn/jobs">https://xpn.org/about-xpn/jobs</a>	215-898-6677	1	Yes

**Station WXPX/WXPH/WXPJ are Equal Opportunity Employer.**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
XPN On-Air	Erica Zito, traffic manager/Rachel Barrish marketing manager	3025 Walnut Street Philadelphia, PA 19104 <a href="https://xpn.org">https://xpn.org</a> <a href="mailto:dseit@xpn.org">dseit@xpn.org</a> <a href="mailto:ezito@xpn.org">ezito@xpn.org</a>	Ph: 215-898-6677	3	Yes
Other Internet Advertisement/ Greater Philadelphia Cultural Alliance Job Bank	Lauren Gilmore, Manager of Membership & Administration	1315 Walnut St., St 732 Philadelphia, PA 19103 <a href="https://www.philaculture.org/what-we-do/job-bank">https://www.philaculture.org/what-we-do/job-bank</a> <a href="mailto:laureng@philaculture.org">laureng@philaculture.org</a>	215-399-3530		No
Other Internet Advertisement/ Corporation for Public Broadcasting	Carole Mah, Web Developer, <a href="http://www.cpb.org">CPB</a>	401 9th Street NW Washington, DC 20004-2129 <a href="https://www.cpb.org/jobline">https://www.cpb.org/jobline</a> <a href="mailto:cmah@cpb.org">cmah@cpb.org</a>	202-879-9600		No
Other Internet Advertisement/ All Access Music Group		24955 Pacific Coast Highway, Suite C303 Malibu, CA 90265 <a href="http://www.allaccess.com">www.allaccess.com</a>	310-457-6616		No
Other Internet Advertisement/Inside Higher Ed	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		no
Other Internet Advertisement/Diverse Issues in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		no
Other Internet Advertisement/Blacks in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		no
Other Internet Advertisement/Hispanics in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		no
Other Internet Advertisement/HBCU Career Center	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		no
Other Internet Advertisement/Higher Ed jobs	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		no
Other Internet Advertisement/ LinkedIn – WXPN	WXPN marketing team	<a href="http://www.linkedin.com">www.linkedin.com</a> <a href="https://www.linkedin.com/jobs/">https://www.linkedin.com/jobs/</a>	Ph: 215-898-6677		No
Other Internet Advertisement/ Indeed	Penn HR/Aggregator	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		No
Referred by Penn Employee					No
Referred by friend or family member					No
Other Social Media					No
Other professional affiliation/trade website- unspecified	RECPhilly	901 Market Street Unit 2120, Philadelphia, PA 19107	215.397.5180		

**Total interviewed: 4**

**Station WXPN/WXPH/WXPJ are Equal Opportunity Employer.**

**5.4) Job Title:** Programming and Booking Coordinator      **Referral Source(s) of Hire:** Penn employee

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Careers@ Penn – the University of Pennsylvania HR Website	Penn HR	University of Pennsylvania HR Div., 3401 Walnut Street Philadelphia, PA 19104-6228 <a href="mailto:julietag@upenn.edu">julietag@upenn.edu</a>	215-898-1303		Yes
Other Internet Advertisement/ WXPX Website:	Emily Costello, Digital Marketing Content Producer	WXPX-FM, 3025 Walnut St. Philadelphia, PA 19104-3402 <a href="https://www.xpn.org">https://www.xpn.org</a> <a href="https://xpn.org/about-xpn/jobs">https://xpn.org/about-xpn/jobs</a>	215-898-6677		Yes
XPN On-Air	Erica Zito, traffic manager/Rachel Barrish, marketing manager	3025 Walnut Street Philadelphia, PA 19104 <a href="https://xpn.org">https://xpn.org</a> <a href="mailto:dseitz@xpn.org">dseitz@xpn.org</a> <a href="mailto:ezito@xpn.org">ezito@xpn.org</a>	Ph: 215-898-6677	1	Yes
Other Internet Advertisement/ Greater Philadelphia Cultural Alliance Job Bank	Lauren Gilmore, Manager of Membership & Administration	1315 Walnut St., St 732 Philadelphia, PA 19103 <a href="https://www.philaculture.org/what-we-do/job-bank">https://www.philaculture.org/what-we-do/job-bank</a> <a href="mailto:laureng@philaculture.org">laureng@philaculture.org</a>	215-399-3530		No
Other Internet Advertisement/ Corporation for Public Broadcasting	Carole Mah, Web Developer, <a href="http://www.cpb.org">CPB</a>	401 9th Street NW Washington, DC 20004-2129 <a href="https://www.cpb.org/jobline">https://www.cpb.org/jobline</a> <a href="mailto:cmah@cpb.org">cmah@cpb.org</a>	202-879-9600		No
Other Internet Advertisement/ All Access Music Group		24955 Pacific Coast Highway, Suite C303 Malibu, CA 90265 <a href="http://www.allaccess.com">www.allaccess.com</a>	310-457-6616		No
Other Internet Advertisement/ PRPD website	Mollie Pollack, Business and Operations Manager	PO Box 82560 Pittsburgh, PA 15218 <a href="https://prpd.org/jobs">https://prpd.org/jobs</a> <a href="mailto:mpollack@prpd.org">mpollack@prpd.org</a>	Ph: 412-243-4602		No
Philadelphia Office of Arts and Culture Job Opportunities website	Morgan Nitz   Community Engagement and Communications Manager	City of Philadelphia <a href="mailto:Morgan.nitz@phila.gov">Morgan.nitz@phila.gov</a>	215-686-4478		No
Other Internet Advertisement/Inside Higher Ed	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobephant.com">andy@jobephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Diverse Issues in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobephant.com">andy@jobephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Blacks in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobephant.com">andy@jobephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Hispanics in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobephant.com">andy@jobephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/HBCU Career Center	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobephant.com">andy@jobephant.com</a>	Ph: 800.311.0563		Yes

**Station WXPX/WXPH/WXPJ are Equal Opportunity Employer.**

Other Internet Advertisement/Academic Careers	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Chronicle of Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development	Ph: 800.311.0563		
Other Internet Advertisement/ LinkedIn – WXPN	WXPN marketing team	<a href="http://www.linkedin.com">www.linkedin.com</a> <a href="https://www.linkedin.com/jobs/">https://www.linkedin.com/jobs/</a>	Ph: 215-898-6677		No
Other Internet Advertisement/ Indeed	Penn HR/Aggregator	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Referred by Penn Employee	Bruce Warren	WXPN, 3025 Walnut St Philadelphia, PA 19104	215-898-0628	1	No
Referred by friend or family member					No
Other internet advertisement/unspecified				7	No
Other professional affiliation/trade website- unspecified	RECPhilly	901 Market Street Unit 2120, Philadelphia, PA 19107	215.397.5180		

**Total interviewed: 9**

**5.4) Job Title:** Digital Content Manager      **Referral Source(s) of Hiree:** WXPN on air

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Careers@ Penn – the University of Pennsylvania HR Website	Penn HR	University of Pennsylvania HR Div., 3401 Walnut Street Philadelphia, PA 19104-6228 <a href="mailto:julietag@upenn.edu">julietag@upenn.edu</a>	215-898-1303		Yes

**Station WXPN/WXPH/WXPJ are Equal Opportunity Employer.**

Other Internet Advertisement/ WXPX Website:	Emily Costello, Digital Marketing Content Producer	WXPX-FM, 3025 Walnut St.  Philadelphia, PA 19104-3402 <a href="https://www.xpn.org">https://www.xpn.org</a>  <a href="https://xpn.org/about-xpn/jobs">https://xpn.org/about-xpn/jobs</a>	215-898-6677		Yes
XPN On-Air	Erica Zito, traffic manager/Rachel Barrish marketing manager	3025 Walnut Street  Philadelphia, PA 19104  <a href="https://xpn.org">https://xpn.org</a>  <a href="mailto:dseitx@xpn.org">dseitx@xpn.org</a> <a href="mailto:ezito@xpn.org">ezito@xpn.org</a>	Ph: 215-898-6677	3	Yes
Other Internet Advertisement/ Greater Philadelphia Cultural Alliance Job Bank	Lauren Gilmore, Manager of Membership & Administration	1315 Walnut St., St 732  Philadelphia, PA 19103  <a href="https://www.philaculture.org/what-we-do/job-bank">https://www.philaculture.org/what-we-do/job-bank</a>  <a href="mailto:laureng@philaculture.org">laureng@philaculture.org</a>	215-399-3530		No
Other Internet Advertisement/ Corporation for Public Broadcasting	Carole Mah,  Web Developer, <a href="#">CPB</a>	401 9th Street NW  Washington, DC 20004-2129  <a href="https://www.cpb.org/jobline">https://www.cpb.org/jobline</a>  <a href="mailto:cmah@cpb.org">cmah@cpb.org</a>	202-879-9600		No
Other Internet Advertisement/ All Access Music Group		24955 Pacific Coast Highway, Suite C303  Malibu, CA 90265  <a href="http://www.allaccess.com">www.allaccess.com</a>	310-457-6616		No
Other Internet Advertisement/ PRPD website	Mollie Pollack, Business and Operations Manager	PO Box 82560 Pittsburgh, PA 15218  <a href="https://prpd.org/jobs">https://prpd.org/jobs</a>  <a href="mailto:mpollack@prpd.org">mpollack@prpd.org</a>	Ph: 412-243-4602		No

Other Internet Advertisement/Greater Public	Andrew Leitch, director of marketing	PO Box 303279  Austin, TX 7703-0055  aleitch@greaterpublic.org	773-336-2060		No
Other Internet Advertisement/The Digilogue	Olivia Le <b>Music Careers Coordinator.</b>	<b>The Digilogue</b>   <a href="http://www.thedigilogue.com">www.thedigilogue.com</a>	c   516.532.2536		No
Other Internet Advertisement/Inside Higher Ed	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development  <a href="mailto:andy@jolephant.com">andy@jolephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Diverse Issues in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development  <a href="mailto:andy@jolephant.com">andy@jolephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Blacks in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development  <a href="mailto:andy@jolephant.com">andy@jolephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Hispanics in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development  <a href="mailto:andy@jolephant.com">andy@jolephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/HBCU Career Center	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development  <a href="mailto:andy@jolephant.com">andy@jolephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Higher Ed jobs	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development  <a href="mailto:andy@jolephant.com">andy@jolephant.com</a>	Ph: 800.311.0563	1	Yes
Other Internet Advertisement/ LinkedIn – WXP	WXP marketing team	<a href="http://www.linkedin.com">www.linkedin.com</a> <a href="https://www.linkedin.com/jobs/">https://www.linkedin.com/jobs/</a>	Ph: 215-898-6677		No
Other Internet Advertisement/ Indeed	Penn HR/Aggregator	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development  <a href="mailto:andy@jolephant.com">andy@jolephant.com</a>	Ph: 800.311.0563		No
Referred by Penn Employee					No

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Referred by friend or family member					No
Other internet advertisement/unspecified				3	No
Other professional affiliation/trade website-unspecified	RECPhilly	901 Market Street Unit 2120, Philadelphia, PA 19107	215.397.5180		
Philadelphia Office of Arts and Culture Job Opportunities website	Morgan Nitz   Community Engagement and Communications Manager	City of Philadelphia <a href="mailto:Morgan.nitz@phila.gov">Morgan.nitz@phila.gov</a>	215-686-4478		No

**Total interviewed: 7**

**5.6) Job Title:** Accounts Payable Manager      **Referral Source(s) of Hire:** LinkedIn

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Careers@ Penn – the University of Pennsylvania HR Website	Penn HR	University of Pennsylvania HR Div., 3401 Walnut Street Philadelphia, PA 19104-6228 <a href="mailto:julietag@upenn.edu">julietag@upenn.edu</a>	215-898-1303		Yes
Other Internet Advertisement/ WXPX Website:	Emily Costello, Digital Marketing Content Producer	WXPX-FM, 3025 Walnut St. Philadelphia, PA 19104-3402 <a href="https://www.xpn.org">https://www.xpn.org</a> <a href="https://xpn.org/about-xpn/jobs">https://xpn.org/about-xpn/jobs</a>	215-898-6677		Yes
XPN On-Air	Erica Zito, traffic manager/Rachel Barrish marketing manager	3025 Walnut Street Philadelphia, PA 19104 <a href="https://xpn.org">https://xpn.org</a> <a href="mailto:dseitza@xpn.org">dseitza@xpn.org</a> <a href="mailto:ezito@xpn.org">ezito@xpn.org</a>	Ph: 215-898-6677		Yes
Other Internet Advertisement/ Greater Philadelphia Cultural Alliance Job Bank	Lauren Gilmore, Manager of Membership & Administration	1315 Walnut St., St 732 Philadelphia, PA 19103 <a href="https://www.philaculture.org/what-we-do/job-bank">https://www.philaculture.org/what-we-do/job-bank</a> <a href="mailto:laureng@philaculture.org">laureng@philaculture.org</a>	215-399-3530		No
Other Internet Advertisement/ Corporation for Public Broadcasting	Carole Mah, Web Developer, <a href="http://www.cpb.org">CPB</a>	401 9th Street NW Washington, DC 20004-2129 <a href="https://www.cpb.org/jobline">https://www.cpb.org/jobline</a> <a href="mailto:cmah@cpb.org">cmah@cpb.org</a>	202-879-9600		No
Other Internet Advertisement/ All Access Music Group		24955 Pacific Coast Highway, Suite C303 Malibu, CA 90265 <a href="http://www.allaccess.com">www.allaccess.com</a>	310-457-6616		No
Other Internet Advertisement/Chronical of Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Disabled in Higher Ed	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes

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Other Internet Advertisement/LGBT In Higher Ed	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Blacks in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Asians in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Veterans in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Hispanics in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>			Yes
Other Internet Advertisement/HBCU Career Center	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Higher Ed jobs	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/ LinkedIn – WXP	WXP marketing team	<a href="http://www.linkedin.com">www.linkedin.com</a> <a href="https://www.linkedin.com/jobs/">https://www.linkedin.com/jobs/</a>	Ph: 215-898-6677	2	No
Other internet advertisement/unspecified	n/a			1	
Other Internet Advertisement/ Indeed	Penn HR/Aggregator	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563	1	No
Other trade organization/NABA	National Association of Black Accountants <a href="mailto:memberservices@nabainc.org">memberservices@nabainc.org</a>	6406 Ivy Lane, Suite 200B Greenbelt, Maryland 20770	240-542-5000		No
Other trade organization/PICPA	Pennsylvania Institute of Certified Public Accountants (PICPA) <a href="mailto:info@picpa.org">info@picpa.org</a>	<a href="#">Two Commerce Square</a> <a href="#">2001 Market St., Suite 950</a> <a href="#">Philadelphia, PA 19103</a>	(215) 496-9272		
Referred by friend or family member					No
Referred by Penn employee	Jessica Dejesus	Penn ID 29162137	Nor provided	1	no

**Total interviewed: 5**

**5.7) Job Title:** Video Production Coordinator **Referral Source(s) of Hiree:** Penn Employee-Chelsea Johnson

**Station WXP/WXPH/WXPJ are Equal Opportunity Employer.**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Careers@ Penn – the University of Pennsylvania HR Website	Penn HR	University of Pennsylvania HR Div., 3401 Walnut Street Philadelphia, PA 19104-6228 <a href="mailto:julietag@upenn.edu">julietag@upenn.edu</a>	215-898-1303		Yes
Other Internet Advertisement/ WXPN Website:	Emily Costello, Digital Marketing Content Producer	WXPN-FM, 3025 Walnut St. Philadelphia, PA 19104-3402 <a href="https://www.xpn.org">https://www.xpn.org</a> <a href="https://xpn.org/about-xpn/jobs">https://xpn.org/about-xpn/jobs</a>	215-898-6677		Yes
XPN On-Air	Erica Zito, traffic manager/Rachel Barrish marketing manager	3025 Walnut Street Philadelphia, PA 19104 <a href="https://xpn.org">https://xpn.org</a> <a href="mailto:dseitiz@xpn.org">dseitiz@xpn.org</a> <a href="mailto:ezito@xpn.org">ezito@xpn.org</a>	Ph: 215-898-6677		Yes
Other Internet Advertisement/ Greater Philadelphia Cultural Alliance Job Bank	Lauren Gilmore, Manager of Membership & Administration	1315 Walnut St., St 732 Philadelphia, PA 19103 <a href="https://www.philaculture.org/what-we-do/job-bank">https://www.philaculture.org/what-we-do/job-bank</a> <a href="mailto:laureng@philaculture.org">laureng@philaculture.org</a>	215-399-3530		No
Other Internet Advertisement/ Corporation for Public Broadcasting	Carole Mah, Web Developer, <a href="http://www.cpb.org">CPB</a>	401 9th Street NW Washington, DC 20004-2129 <a href="https://www.cpb.org/jobline">https://www.cpb.org/jobline</a> <a href="mailto:cmah@cpb.org">cmah@cpb.org</a>	202-879-9600		No
Other Internet Advertisement/ All Access Music Group		24955 Pacific Coast Highway, Suite C303 Malibu, CA 90265 <a href="http://www.allaccess.com">www.allaccess.com</a>	310-457-6616		No
Other Internet Advertisement/Greater Public	Andrew Leitch, director of marketing	PO Box 303279 Austin, TX 7703-0055 <a href="mailto:aleitch@greaterpublic.org">aleitch@greaterpublic.org</a>	773-336-2060		No
Other Internet Advertisement/Inside Higher Ed	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Diverse Issues in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Blacks in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Hispanics in Higher Education	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/HBCU Career Center	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/Higher Ed jobs	Penn HR	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563		Yes
Other Internet Advertisement/ LinkedIn – WXPN	WXPN marketing team	<a href="http://www.linkedin.com">www.linkedin.com</a> <a href="https://www.linkedin.com/jobs/">https://www.linkedin.com/jobs/</a>	Ph: 215-898-6677	2	No
Other Internet Advertisement/ Indeed	Penn HR/Aggregator	Posted via Penn HR partnership with JobElephant.com <b>Andy Boom</b> , Director Business Development <a href="mailto:andy@jobelephant.com">andy@jobelephant.com</a>	Ph: 800.311.0563	2	No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Referred by Penn Employee	Chelsea Johnson/Johyn Vettese/Galea McGregor	3025 Walnut St., Phila PA 19104	215-898-0628	3	No
Referred by friend or family member	<b>Rebecca Morgan</b>	Did not provide		1	No
Other social media/unspecified					
Other internet advertisement/unspecified					
Other professional affiliation/trade website- RECPhilly	Chris Hupfeldt	901 Market Street, Unit 2120, Phila PA 19107	610-955-2696	1	
Other professional affiliation/trade website- unspecified	n/a	n/a		1	

**Total interviewed: 10**

**6) Total # of Interviewees Referred:** For the period from March 23, 2022 through March 22, 2024 this Employment Unit interviewed 46 interviewees for full-time job vacancies.

**7) Supplemental Recruitment Initiatives.** List and briefly describe the Supplemental Recruitment Initiatives undertaken during the period covered by this Report.

**(a) Initiative # 1: *Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.***

- 1) **Student Resources Fair:** New Student Orientation & Academic Initiatives at UPenn University of Pennsylvania, Philadelphia PA, Friday, September 8, 2023 3-5pm.  
Organizer: Chloe Reison, The Sachs Program for Arts Innovation. This event was targeted to students in the arts and humanities at Penn to give them a chance to mingle and find out more about opportunities for student specific programming. WXPN Community Outreach Coordinator Kerrin Lyons gave a talk on ways that students can engage with the work WXPN does in the student community.
- 2) **Penn Summer Opportunities and Funding Resources Fair:** University of Pennsylvania, Philadelphia PA. Friday, January 26, 2024 2-4pm.  
Organizers: Ann Vernon-Grey, Penn Center for Undergraduate Research and Fellowships and Barbara Hewitt, Penn Career Services.  
WXPN Community Outreach Coordinator Kerrin Lyons represented WXPN at this fair for Penn students to learn about summer research, internship, and funding opportunities.
- 3) **Klein College Career Fair** Klein College of Media and Communication, Temple University, Philadelphia PA, Friday, February 23<sup>rd</sup>, 2024.  
Organizer: Lu Ann Cahn, Director of Career Services. WXPN Community Outreach Coordinator Kerrin Lyons represented WXPN at this event that focused on connecting recent graduates as well as current students in job opportunities in Media and communications.

**(b) Initiative #2: Workshops, conventions.** Participates in at least 4 events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.

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- 1) **Klein Employer Days:** Temple University Klein College of Media and Communication, Temple University, Philadelphia PA, Friday, September 15, 2023  
Organizer: Lu Ann Cahn, Director of Career Services WXPN Community Outreach Coordinator Kerrin Lyons presented on her current work at XPN and her experience as alumnae and spoke with students afterwards.
- 2) **Penn Take Our Kids to Work Day 2023: WXPN Radio Workshop**  
WXPN, 3025 Walnut St., Philadelphia PA. Thursday, April 27, 2023.  
Organizer: Cassie Paoli Division of Human Resources, University of Pennsylvania  
Robert Drake, on air host and producer of WXPN's Kids Corner led the following program:  
WXPN Interactive Studio Demonstration and Radio Station Tour, held from 10:00 am – 10:30 am.  
WXPN/Kids Corner Live!, held from 11:00 am – 11:45 am
- 3) **Sachs Summer Meeting for Arts and Humanities students:** University of Pennsylvania, Philadelphia PA, Friday, September 8, 2023 3-5pm. Organizer: Chloe Reison, The Sachs Program for Arts Innovation. This event was targeted to students in the arts and humanities at Penn to give them a chance to mingle and find out more about opportunities for student specific programming. WXPN Community Outreach Coordinator Kerrin Lyons gave a talk on ways that students can engage with the work WXPN does in the student community.

- (c) **Initiative #3: Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment. WXPN Internship Program.** Ongoing during regular business hours. Program Coordinator: Kerrin Lyons Community Outreach Coordinator worked with WXPN department supervisors to determine their needs for interns. The Intern Application Form and a description of XPN Internship position can be found online in XPN's About section: <http://www.xpn.org/about-xpn/internships>.

The following number of internship positions were filled during the reporting period in the following departments:

Programming - Morning Show/News Writers: 2  
 Programming - World Cafe Programming Assistants: 10  
 Digital/Web- Music News Writer: 6  
 Marketing - Graphic Design: 2  
 Business Support - Media Sales: 2

- (d) **Initiative #4. Job banks and internet programs and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).**

The following number of full-time vacancies were posted to the following programs/websites during the reporting period: 7 positions posted.

- 1) **www.xpn.org Internship program, volunteer program, online job sites and access to music streaming and community information.** University of Pennsylvania, WXPN, 3025 Walnut Street, Philadelphia PA. Ongoing. WXPN's website is a place to find information about music and related news and events in the community. Internship positions and job openings link directly in the About section at <http://www.xpn.org/about-xpn/jobs>
- 2) **Greater Philadelphia Cultural Alliance website www.philaculture.org** Greater Philadelphia Cultural Alliance, 1315 Walnut Street, Philadelphia, PA. The Cultural Alliance is the primary advocate for the nonprofit cultural sector. The site includes features that help the user to find professional development opportunities from around the Greater Philadelphia region. Job postings are located at <http://www.philaculture.org/jobbank>.

- 3) **Careers@Penn jobs website** <https://www.hr.upenn.edu/PennHR/careers-at-penn> **University of Pennsylvania, Philadelphia, PA 19104-6205.** Penn’s comprehensive job site offers visitors the opportunity to apply for open positions.
  - 4) **Corporation for Public Broadcasting website** <https://www.cpb.org/>. CPB supports public media programs and services that inform, educate, and enlighten the public – for free and commercial free – and that helps to strengthen civil discourse essential to American society. The CPB Jobline only accepts public media-related job listing submissions from organizations in public media <https://www.cpb.org/jobline>
  - 5) **Public Media Business Association, pmbaonline.org, Rockville, MD.** The Public Media Business Association is the “go-to” trade association serving the business needs of public media. <http://pmbaonline.org/IndustryJobs>.
  - 6) **Greater Public, 401 N. 3<sup>rd</sup> Street, Suite 370, Minneapolis, MN.** Greater Public <https://greaterpublic.org/> is a national leader that enables local communities to sustain high-quality public media initiatives by fostering integrated and innovative business practices.
- (e) **Initiative #5. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.**
- 1) **Preventing Harassment and Discrimination Training:** from April 2023 until September 30, 2023. CPB’s Everfi harassment prevention training module for Community Service Grant (CSG) recipients. As required, all WXPB full and part time staff, including station management as well as intern and work study students working at WXPB completed annual training individually online. Fulfillment of the requirement for 100% compliance was achieved.
  - 2) **2023 NON-COMMvention** May 2-5, 2023  
WXPB produces and presents an annual live music and conference session event attended by non-commercial, contemporary music radio stations and music industry representatives for connection, collaboration, and discovering new music and emerging artists. The 2023 NON-COMMvention provided attendees the opportunity for discussion about current issues in the public radio sphere and gave station staff the opportunity to interact with industry leaders and attend trainings to inform their continuing education.
- (f) **Initiative #6: Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.**
- 1) **WKHS: Careers in Broadcasting field trip to WXPB**  
3025 Walnut St, Philadelphia PA, Friday, March 31, 2023  
Organizer: Christopher Singleton, WKHS Station Manager and Abby Nixon, WXPB Assistant to the General Manager  
WXPB staff Zach Maupin, Chris Williams and Robert Drake led students on a tour of the station and gave demonstrations of equipment and recording techniques in the World Cafe recording studio and video room. Students also attended the Free At Noon concert and got a behind the scenes look at a live performance broadcast.
  - 2) **WKHS, Careers in Broadcasting – WXPB staff guest lecture**  
Kent County Highschool, Worton, MD. Tuesday, December 5, 2023.  
Organizer: Christopher Singleton, WKHS Station Manager  
WXPB staff presented the following discussion:  
Robert Drake, WXPB Programming: Interaction with listeners—On air and via website/social media platforms.  
Zach Maupin – WXPB Engineering Department: Integration of Video in the "Radio Studio"

Kate Schwartz, WXPN Sales Department: Fundraising - how "sales" works at the major market level for non-commercial vs. commercial radio.  
Staff were also interviewed live on air by student hosts.

**3) Cupola Academy: Careers in Broadcasting field trip to WXPN**

3025 Walnut St, Philadelphia PA, Friday, February 23, 2024

Organizer: Julia Bergson-Shilcock, Director, Cupola Academy

WXPN staff Bob Bumbera, Zach Maupin, and Abby Nixon led homeschool students on a tour of the station and gave demonstrations of equipment and recording techniques in one of the live studios and in the video room. Students also attended the Free At Noon concert.

**4) Drexel University's Media Promotions Class tour and panel presentation by WXPN staff,**

3025 Walnut St, Philadelphia PA, Thursday, 2/29/2024

Organizer: Monika Julien, Assistant Teaching Professor, Antoinette Westphal College of Media Arts & Design, Drexel University.

This presentation was led by WXPN Assistant Director of Programming, Jim McGuinn, and Digital Content Producer and on-air host, John Vettese. Students were taken on a tour of the station. Presentation centered around the following:

- Overview of the station and platforms/target audiences.
- WXPN radio format and how it differentiates from other radio formats.
- How the team identifies artists to broadcast, write about, post about, etc.
- How radio programming, editorial, social media, and events work both independently *and* together to 1.) amplify the WXPN brand and 2.) promote artists and relevant music content.

**(g) Initiative #7: Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting.**

- 1. Black Music City.** Current/Ongoing. Black Music City calls upon Black creatives in the greater Philadelphia area (PA, NJ, DE) working in any creative medium to submit their project ideas honoring Philly's Black music history and apply for a project grant with an application deadline in January of each year. In 2023, 30 grant recipients were announced on 3/09/23. The awardees' projects were submitted to a committee of prominent Black Philadelphia professionals in the arts, media, and business who judged the final round of applicants. The awards presentation took place in Philadelphia on June 11, 2023 and was promoted by the project's partners to the broader Philadelphia arts community and beyond. This year, the 2024 cohort of 30 grantees was announced on March 13, 2024.
- 2. Inside Hustle:** Current/Ongoing. Inside Hustle is a networking, mentoring and information event for Philly based emerging musicians and folks looking to find a career in radio and/or more broadly, the music business. The event is a joint project with WXPN and Philly Music Fest and offers opportunities for local creators to have an opportunity to network and listen to advice on navigating the music industry. In 2023, the annual event was expanded to include a Spring and Fall event.
  - **The Spring Inside Hustle took place on May 1, 2023:**  
The panel included Chill Moody, singer-songwriter Julia Pratt, and Tylar Asay of The Tisburyys, moderated by Bruce Warren of WXPN. An open-networking event followed with experts that included representatives from Rising Sun Presents, UMG, Another Management Co, etc. and a radio table that included XPN On-Air Hosts Mike Vasilikos and John Vettese.
  - **The Fall Inside Hustle took place on October 14, 2023** and included experts from Mix Tape Media, Another Management Company, World Cafe Live, Avenue West Design and studio and production expert Mitch Beer.

**(h) Initiative #8: Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.**

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- 1) **Careers@Penn jobs website** <https://www.hr.upenn.edu/PennHR/careers-at-penn> **University of Pennsylvania, Philadelphia, PA 19104-6205.** The University of Pennsylvania attracts people from across the region and around the globe to work and study. All [newly posted jobs](#) in Penn’s Workday system are also posted to [Inside Higher Ed \(IHE\)](#), [Diverse Issues in Higher Education](#), and [Indeed.com \(free/organic\)](#) and more recently is also administering Penn’s job advertising subscriptions with the following publications and services: [BlacksInHigherEd.com](#); [DiverseEducation.com](#); [TheHBCUCareerCenter.com](#); [HigherEdJobs.com](#); [HispanicsinHigherEd.com](#); [Women in Higher Education \(www.wihe.com\)](#) and many more. During the reporting period, WXPB submitted **1 fulltime upper-level job openings** to Careers@Penn: **Digital Content Manager.**
- 2) **Corporation for Public Broadcasting website** <https://www.cpb.org>. CPB supports public media programs and services that inform, educate, and enlighten the public – for free and commercial free – and that helps to strengthen civil discourse essential to American society. The CPB Jobline only accepts public media-related job listing submissions from organizations in public media. **1 fulltime upper-level job openings** to CPB: **Digital Content Manager**

**(i) Initiative #9: Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.**

**1. Public Media Business Association Annual Conference 2023**

Training: Advancing DEI Through Multi-Station Collaboration  
5/31/2023

Attended by Carol Lerner, WXPB Director of Finance and Accounting.

**2. Public Media Development and Marketing Conference 2023**

- Training: A Legacy of Social Justice with Dr. Johnnetta Cole  
07/12/2023 9:00am to 10:15am
- Training: Advancing Our Civil Society “One Small Step” at a Time, sponsored by CPB  
07/12/2023 12:15pm to 1:45pm
- Training: Serving Diverse Audiences & Deepening Engagement with New Content Initiatives  
07/13/2023 10:45am to 12:00pm

Attended by:

Quyen Shanahan, WXPB Associate General Manager

Kim Winnick, WXPB Director of Marketing

Kate Brett, WXPB Director of Development

**(j) Initiative #10. Participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.**

- 1) **WXPB Work-Study Program.** Ongoing during regular business hours. All work-study students report to WXPB’s office and studio at 3025 Walnut Street, Philadelphia, PA 19104. Undergraduate students from the University of Pennsylvania are supervised by WXPB Community Outreach Coordinator Kerrin Lyons and the appropriate staff member in their respective departments. Students who are eligible for work-study funding as part of their University of Pennsylvania financial aid package are paid an hourly wage.

Number of work study students hired during reporting period for the following positions:

Promotions Assistant: 2

Marketing Assistant: 2

Volunteer Engagement Assistant: 1

- 2) **Kelly Writers House Live (KWH)**, Locust Walk, University of Pennsylvania. *KWH Live* is a collaboration between the Writers House and WXPB and include organizations in the community. The partnership provides the platform for these performances to be heard by XPN’s radio audience and provides an experience for student assistants to work with WXPB to air the series.

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During the reporting period the following sessions were recorded and produced:

- EPISODE 155 - MARCH 2023 — NEXT IN LINE COMEDY
- Produced by Alli Katz and Nik Donoughe. Hosted by Alli Katz.
- EPISODE 156 - APRIL 2023 — UNDERGRADUATE WRITERS
- Produced by Alli Katz and Nik Donoughe. Hosted by Alli Katz.
- EPISODE 157 - SEPTEMBER 2023 — CLIMATE WEEK
- Produced and hosted by Alli Katz.
- EPISODE 158 - OCTOBER 2023 — SIT & WRITE
- Produced and hosted by Alli Katz.
- EPISODE 159 - NOVEMBER 2023 — QUEENS OF THE PENSTROKE
- Produced by Alli Katz and hosted by Lisa Servon.
- EPISODE 160 - JANUARY 2024 — THE ANGRY GRAMMARIAN
- Produced by Alli Katz. Music and lyrics by Jeffrey Barg. Book by David Lee White. Original story by Jeffrey Barg and David Lee White.