

April 4, 2013

EEO Staff  
Policy Division, Media Bureau  
Federal Communications Commission  
445 12th Street, S.W.  
Washington, D.C. 20554

RECEIVED - FCC

NOTE: No Filing Fee Required

Re: Response to EEO Audit Letter  
Prairie Public Broadcasting, Inc.  
Station KFME(TV), Fargo, ND (Facility ID 53321)

APR - 4 2013  
Federal Communications Commission  
Bureau / Office

Dear EEO Staff:

On behalf of Prairie Public Broadcasting, Inc., we transmit herewith a response to an FCC audit letter request for information concerning the EEO program of noncommercial educational television station KFME(TV), Fargo, North Dakota.

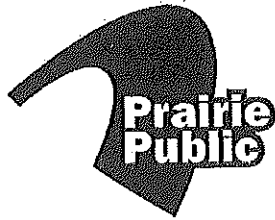
Should any questions arise concerning this response, kindly contact this office.

Very truly yours,



Barry S. Persh

Enclosure



Prairie Public Broadcasting, Inc.  
 Television  
 Radio  
 Education Services  
 Enterprises

April 3, 2013

EEO Staff, Policy Division  
 Media Bureau  
 Federal Communications Commission  
 Washington, D.C. 20554

Re: Response to EEO Audit Letter  
 Prairie Public Broadcasting, Inc.  
 Station KFME(TV), Fargo, ND (Facility ID 53321)

Prairie Public Broadcasting, Inc. ("PPB") hereby responds to an FCC audit letter dated February 26, 2013 requesting information concerning the EEO program of noncommercial educational television station KFME(TV), Fargo, North Dakota. The KFME employment unit (the "Unit") employs more than five full-time employees, and PPB therefore provides the following information in response to the audit request.

Item # 3(a). PPB encloses copies of the Unit's annual EEO public file reports for the periods covering (i) December 1, 2010 to November 30, 2011, and (ii) December 1, 2011 to November 30, 2012 as Attachment 1.

The PPB web site is available at:

<http://www.prairiepublic.org/>

The annual EEO public file report is posted at:

<http://www.prairiepublic.org/home/about/#Affirmative%20Action%20Employer>.

The dates of the full-time hires for the periods covered by the 2010-2011 and 2011-2012 EEO reports are as follows:

Job Title	Employment Date
Education Services Associate	4/25/2011
Education Services Associate	5/16/2011
Education Services Associate	7/25/2011
Bingo Hall Manager	6/13/2011
Executive Administrative Assistant	2/06/2012
Master Control Operator	2/15/2012
Production Assistant	6/04/2012
Videographer	7/16/2012
Radio Host	10/01/2012
Education Services Associate (RTL)	8/27/2012

Corporate Offices  
 207 North 8th Street  
 PO Box 3240  
 Fargo ND 58108-3240  
 701-241-6900 800-359-6900  
 701-239-7650 Fax

Bismarck Office  
 1914 North 15th Street  
 Bismarck ND 58501  
 701-224-1700  
 701-224-0555 Fax

Prairie Public, Manitoba  
 PO Box 2640  
 Winnipeg MB R3C 4B3

[www.prairiepublic.org](http://www.prairiepublic.org)  
[info@prairiepublic.org](mailto:info@prairiepublic.org)

**Item # 3(b).** PPB encloses, as Attachment 2, documentation of advertisements, bulletins, letters, faxes, e-mails, and other communications announcing the positions noted above from the 2010-2011 and 2011-2012 annual reporting periods. Two organizations notified PPB that they want to be notified of openings: as noted in the annual reports, this includes Production Hub and Broadcast Employment Services.

**Item # 3(c).** The total number of interviewees for each vacancy and the referral source for each interviewee for the full-time vacancies for the periods covered by the 2010-2011 and 2011-2012 reports are as follows:

Job Title	# of Interviews	Referral Source
Education Services Associate	1 0 1 0 0 0 0 1 0 3	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee <i>Total</i>
Education Services Associate	1 1 0 0 0 0 0 0 1 3	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee <i>Total</i>
Education Services Associate	1 1 0 0 0 0 0 1 0 3	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee <i>Total</i>
Bingo Hall Manager	0 0 0 0 0 0 3 0	Bismarck Tribune Jamestown Sun Minot Daily News Dickinson Newspaper ND Job Service Internal Posting Did not indicate Employee

	<b>3</b>	<b>Total</b>
Executive Administrative Assistant	3	The Forum Newspaper
	3	ND Job Service
	0	Jobs HQ
	0	PPB Web
	1	Internal Posting
	0	Production Hub
	0	TV Jobs
	5	Did not indicate
	0	Employee
	<b>12</b>	<b>Total</b>
Master Control Operator	2	The Forum Newspaper
	3	ND Job Service
	0	Jobs HQ
	1	PPB Web
	0	Internal Posting
	0	Production Hub
	0	TV Jobs
	1	Did not indicate
	2	Employee
<b>9</b>	<b>Total</b>	
Production Assistant	0	The Forum Newspaper
	0	ND Job Service
	0	Jobs HQ
	0	PPB Web
	2	Internal Posting
	0	Production Hub
	0	TV Jobs
	1	Did not indicate
	0	Employee
<b>3</b>	<b>Total</b>	
Videographer	1	The Forum Newspaper
	0	ND Job Service
	0	Jobs HQ
	1	PPB Web
	0	Internal Posting
	0	Production Hub
	0	TV Jobs
	3	Did not indicate
	0	Employee
<b>5</b>	<b>Total</b>	
Radio Host	0	The Forum Newspaper
	0	ND Job Service
	0	Jobs HQ
	0	PPB Web
	1	Internal Posting
	0	Production Hub
	0	TV Jobs
	5	Did not indicate
	2	Employee



	2 10	CPB Total
Education Services Associate (RTL)	3	The Forum Newspaper
	1	ND Job Service
	0	Jobs HQ
	0	PPB Web
	0	Internal Posting
	0	Production Hub
	0	TV Jobs
	0	Did not indicate
	1	Employee
	5	Total

**Item # 3(d).** PPB encloses documentation of recruitment initiatives performed during the periods covered by the 2010-2011 and 2011-2012 public file reports as Attachment 3. The personnel involved in the recruitment activities are identified below. The total number of full-time employees in the KFME Unit is 48. The market for the KFME Unit has a population of fewer than 250,000. Based on these factors, KFME is required to perform two initiatives during each two-year period.

During the periods covered by the 2010-2011 and 2011-2012 reports, PPB completed the following initiatives:

**Training for management level personnel on EEO and preventing discrimination**

- Human Resources Manager continues her membership in the local chapter of Human Resources Association, during the periods covered by the 2010 through 2012 reports.
- President & Director of Finance attend the annual PMBA conference, as stated in the reports. They attend various seminars that include an HR emphasis.
- August 28, 2012, Human Resource Manager attended a ND Job Service workshop on Wage & Hour & ADA.
- President, Executive Administrative Assistant, & HR Manager, created a Diversity Policy. Staff members attended a Diversity Presentation on November 5, 2012, by Gail Nelson through Live Well Solutions.

**Internship Program**

- Ongoing Internship program, which expose college students to broadcasting environment. Our internship program is posted on PPB's website.
  - 2010-2011
    - Katie-HR
    - Crystal, Yeri, & Kiara-EDUCATION TV
    - Jared, Megan, Suzanne, & Lezlie-RADIO
  - 2011-2012
    - Burhan, Yu, & Xuting-EDUCATION TV
    - Eric, Mike, Kaia, Daniel, Hayley, Jordan & Jacob-RADIO

**Participation in activities/programs with educational institutions designed to promote outreach general regarding broadcast employment**

- Production Manager hires students, which gives them the opportunity to acquire skills needed for employment in broadcasting. Many students hired have interned with PPB previously. Students hired and date of hire:

2-10-11 Eric	5-25-12 Olivia
2-23-11 Evan	6-08-12 Samuel
3-10-11 Jordan	7-26-12 Carter
5-23-11 Lisa	8-31-12 Yu Young
5-22-12 Megan	

**Events/programs with groups in the community relating to career opportunities in broadcasting**

- Conduct building tours:
  - February 17, 2011 Special needs adults
  - July 24, 2012 Daycare group tour
  - August 1, 2012 Norwegian Travel group tour
  - August 22, 2012 Daycare group tour

**Item # 3(e).** There have been no complaints alleging unlawful discrimination in the employment practices of the KFME employment unit on the basis of race, color, religion, national origin, or sex filed during the current license term before any body having competent jurisdiction under applicable law.

**Item # 3(f).** Responsibilities of each level of management to ensure enforcement of the Unit's EEO policies and the manner in which the Unit has informed employees and job applicants of its EEO policies and program:

All PPB ads, the employment application, and the website state that PPB is an EEO/Affirmative Action Employer.

The Manager/Director review the applications received and select applicants he/she would like to interview for the department. The Manager/Director, upon their discretion, may put an interview team together. The applicant selected will meet with the President and/or Director of that department for final approval. Managers/Directors are reminded during the interview process to adhere to the approved interview questions and to ask each applicant the same questions, as not to discriminate in any way during the interview. Applicants are invited to fill out a "Voluntary Affirmative Action Information" form, which is kept separate from the application. If the applicant chooses not to participate, then PPB gathers this information when/if the applicant is hired, so that PPB may analyze and summarize the data collected.

After employees are hired, they meet with their manager or the HR manager.

During the orientation, employment policies are explained and acknowledgements are received. New hires receive a personnel policy book, and they sign a document acknowledging they received the book, along with all the appropriate new hire forms.

PPB has EEO posters posted in the employee break room. The PPB application and website state that the organization is an EEO/Affirmative Action Employer.

**Item # 3(g).** Efforts to analyze the Unit's EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis:

When PPB recruits for an open position, the HR Manager will look back on the application log to see what recruitment sources brought in the most applicants. This process proves helpful in determining which job recruitment sources are working most effectively. PPB has several different recruitment sources, and typically uses the following sources for a full-time position vacancy:

1. Advertising in area newspapers
2. Jobs HQ (on-line postings)
3. State Job Services offices
4. Web site listing of openings
5. If the opening necessitates a broader search, PPB will advertise in trade magazines and specific industry websites.
6. Announcing radio openings on our own radio stations
7. Internal postings & e-mails
8. Sources who are entitled to vacancies

Based on its review of recruitment results, PPB feels that the use of these sources effectively reaches a wide and diverse group of potential applicants.

**Item # 3(h).** Efforts to periodically analyze measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect:

During the yearly budgeting process, the company's directors will indicate to the President what their department needs are for staffing, employee wages and benefits. The budget is presented annually to the Board of Directors for approval. Each department receives an allotted percentage for salary increases. The director of each department submits to the President his/her salary increase requests for each staff member in his/her department.

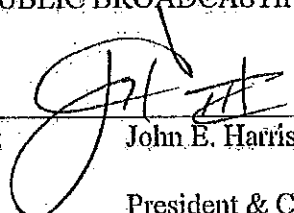
Employees meet with their supervisors to set goals and to discuss accomplishments.

**Items # 3(i), 4(a), 4(b), 4(c), and 4(d)** are not applicable.

*[signature page follows]*

PPB, through its undersigned authorized officer, hereby certifies under penalty of perjury that the foregoing response is accurate and complete to the best of its knowledge and belief.

Respectfully submitted,  
PRAIRIE PUBLIC BROADCASTING, INC.

By:   
Print Name: John E. Harris III

Title: President & CEO

Date: 7/3/13

**ATTACHMENT 1**

**Two most recent EEO Public File Reports**

December 1, 2010 to November 30, 2011  
December 1, 2011 to November 30, 2012

## EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2010 - November 30, 2011

### Full-Time Positions Filled

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
1	Education Services Associate	11/28/2010	4/25/2011	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee	1	1
2	Education Services Associate	1/28/2011	5/16/2011	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee	1	1
3	Education Services Associate	4/19/2011	7/25/2011	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee Bismarck Tribune Jamestown Sun Minot Daily News Dickinson ND Job Service Internal Posting Did not indicate Employee	1	1
4	Bingo Hall Manager	4/8/2011	6/13/2011	Employee	3	1

## EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2010 - November 30, 2011

Full-Time Positions Filled

### Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
1	The Forum Newspaper 101 5th Street North Fargo, ND 58102	Lori @ Employment Sales Specialist Phone: 701-780-1166 llanda@jobshq.com	3	N
2	ND Job Service 1350 32nd St SW Fargo, ND 58103	Job Postings Phone: 701-239-7324 Fax: 701-239-7350	2	N
3	PPB Web 207 North 5th Street Fargo, ND 58102	Marie Phone: 701-241-6900 Fax: 701-239-7650	0	N
4	Production Hub.com, Inc. 801 W. Fairbanks Ave. Winter Park, FL 32789	Production Hub Classifieds Classifieds@productionhub.com 1-877-629-4122	0	Y
5	Broadcast Employment Services (TV Jobs.com/AMFM Jobs.com/DigitalTalent.com) PO Box 4116 Oceanside, CA 92052	Mark C. Holloway Phone: 760-754-8177 Fax: 760-754-2115 email: jobs@tvjobs.com	0	Y
6	The Bismarck Tribune 707 East Front Ave Bismarck, ND 58502	Shonda.Baumgartner@bismarcktribune.com Phone: 701-250-8237	0	N
7	Jobs HQ/Forum Communications Co Fargo, ND	llanda@jobshq.com Phone: 701-780-1166 Fax: 701-780-1157	1	N
8	The Jamestown Sun 121 3rd St NW Jamestown, ND 58401-1760	Phone: 701-252-3120	0	N
9	Minot Daily News 301 4th St SE Minot, ND 58702	Phone: 701-857-1900	0	N
10	The Dickinson Press 1815 1st Street West Dickinson, ND 58602	Phone: 701-225-8111	0	N
11	Internal Posting	Pauline - HR	0	N
12	Did not indicate		5	N
13	Employee		1	N

## EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2010 - November 30, 2011

Full-Time Positions Filled

### Outreach Activities Undertaken

Initiative	Date	Description	Scope of Involvement	Personnel Involved
Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.	1/1/2011 Ongoing	FMHRA (Local chapter of Human Resources Association)	Staff member continues membership to the local chapter of Human Resources Assoc where members attend monthly luncheons & listen to guest speakers. Members can also ask questions, share policies & ideas thru group emails.	Human Resources Manager
Participation in other activities designed by the station to further the goal of disseminating employment opportunity to candidates who might otherwise be unaware of such opportunities.	June 1, 2011	PBMA Conference	Staff members attended various seminars with HR emphasis, at the PBMA annual conference.	President Director of Finance
Establishment of Internship Program.	Ongoing	Students hired & given the opportunity to acquire skills needed for employment in broadcasting.	Student employees participate in TV production activities during our pledge/membership drives.	Production Manager: Production Crew, and New Hires: Eric, Evan, Jordan, & Lisa.
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	Ongoing	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	Interns ... HR: Katie, ED TV: Crystal, Yeri, & Kiara, RADIO: Jared, Megan, Suzanne, & Lezlie
Participation in at least 4 events sponsored by organizations representing groups in community interested in broadcast employment issues.	February 17, 2011	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	Tour - Special needs adults.	Communications Dept
	June 17, 2011	Midwest Kid Fest in Fargo	Booth/Tent ... Event is free & attracts several thousand kids & their families. Many of whom would not attend if an admission fee was charged. Prairie Public Television crew sets up & puts kids in front of the camera, to inspire young broadcasters.	RTL - PSTV - TV - Programming



## EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2011 - November 30, 2012

Full-Time Positions Filled

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
1	Executive Administrative Assistant	1/3/2012	2/6/2012	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee	3 3  1  5	1
2	Master Control Operator	1/3/2012	2/15/2012	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee	2 3  1  1 2	1
3	Production Assistant	5/24/2012	6/4/2012	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee	2   2  1 1	1
4	Videographer	5/24/2012	7/16/2012	The Forum Newspaper ND Job Service Jobs HQ PPB Web Internal Posting Production Hub TV Jobs Did not indicate Employee	1   1  1 3	1

## EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND  
 All Employment Units  
 December 1, 2011 - November 30, 2012

### Full-Time Positions Filled

<b>5</b>	<b>Radio Host</b>	<b>6/17/2012</b>	<b>10/1/2012</b>		
				The Forum Newspaper	
				ND Job Service	
				Jobs HQ	
				PPB Web	
				Internal Posting	1
				Production Hub	
				TV Jobs	
				Did not indicate	5
				Employee	2
<b>6</b>	<b>Education Services Associate (RTL)</b>	<b>7/15/2012</b>	<b>8/27/2012</b>		
				Public Radio	
				CPB	2
				The Forum Newspaper	3
				ND Job Service	1
				Jobs HQ	
				PPB Web	
				Internal Posting	
				Production Hub	
				TV Jobs	
Did not indicate					
Employee	1				

## EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2011 - November 30, 2012

Full-Time Positions Filled

### Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
1	The Forum Newspaper 101 5th Street North Fargo, ND 58102	Lori @ Employment Sales Specialist Phone: 701-780-1165 <a href="mailto:linda@jobshq.com">linda@jobshq.com</a>	9	N
2	ND Job Service 1350 32nd St SW Fargo, ND 58103	Job Postings Phone: 701-239-7324 Fax: 701-239-7350	7	N
3	PPB Web 207 North 5th Street Fargo, ND 58102	Marie Phone: 701-241-6900 Fax: 701-239-7650	2	N
4	Production Hub.com, Inc. 801 W. Fairbanks Ave. Winter Park, FL 32789	Production Hub Classifieds <a href="mailto:Classifieds@productionhub.com">Classifieds@productionhub.com</a> 1-877-629-4122	0	Y
5	Broadcast Employment Services (TV Jobs.com/AMFM Jobs.com/DigitalTalk) PO Box 4116 Oceanside, CA 92052	Mark C. Holloway Phone: 760-754-8177 Fax: 760-754-2115 email: <a href="mailto:jobs@tvjobs.com">jobs@tvjobs.com</a>	0	Y
6	Jobs HQ/Forum Communications Co Fargo, ND	<a href="mailto:linda@jobshq.com">linda@jobshq.com</a> Phone: 701-780-1165	0	N
7	CPB Jobline (Corporation Public Broadcasting) On-line	<a href="http://cpb.org/jobline">cpb.org/jobline</a>	2	N
8	Internal Posting	Pauline - HR	4	N
9	Did not indicate		15	N
10	Employee		5	N

## EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2011 - November 30, 2012

Full-Time Positions Filled

### Outreach Activities Undertaken

Initiative	Date	Description	Scope of Involvement	Personnel Involved
Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.	1/1/2012 Ongoing	FMHRA (Local chapter of Human Resources Association)	Staff member continues membership to local chapter of Human Resources Assoc. Members attend monthly luncheons & listen to guest speakers.	* Human Resources Manager
	May 29, 2012	PBMA Conference	Staff members attended various seminars with HR emphasis, at the PBMA annual conference.	* President * Director of Finance
	August 28, 2012	ND Job Service Workshop	Staff member attend workshop on Wage & Hr & ADA	* Human Resources Manager
	October 1, 2012	Diversity Policy	June - CPB Webinar on creating a Diversity Policy. July searched for samples, Sept/Oct completed policy.	* President * Executive Administrative Assistant * Human Resource Manager
	November 5, 2012	Diversity Presentation	All Staff Meeting/Presentation	* ALL STAFF
Participation in other activities designed by the station to further the goal of disseminating employment opportunity to candidates who might otherwise be unaware of such opportunities.	Ongoing	Students hired & given the opportunity to acquire skills needed for employment in broadcasting.	Student employees participate in TV production activities during our pledge/membership drives.	* Production Manager * Production Crew, and * New Hires; Yu Young & Carter.
Establishment of Internship Program.	Ongoing	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* ED TV: Yeri, Burhan, Xuting, * RADIO: Eric, Mike, Kaia, Daniel, Hayley, Jordan & Jacob
	July 24, 2012	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	Daycare group tour	* Communications Dept
	August 1, 2012		Norwegian Travel group tour	
August 22, 2012	Daycare group tour	Daycare group tour		
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	June 15, 2012	Midwest Kid Fest in Fargo	Booth ... Event attracts several thousand kids & their families. Prairie Public pass out balloons, stickers, family resources and also assist the children in an educational activity. Exposure hopefully will inspire young broadcasters.	RTL - PSTV - TV - Programming

**ATTACHMENT 2**

**Copies of advertisements, bulletins, letters, faxes, e-mails, and other  
communications for filled full-time positions**

**Position # 1-3**  
**Education Services Associate (3 openings)**

ATTACHMENT 2 NOTE:

December 1, 2010 – November 30, 2011

**Recruitment for Education Services Associate positions:**

With the job openings in the education department, being so close together, PPB decided to share the pool of applications for the 3 open positions. PPB re-ran the print ad in March 2011. We received approximately 42 applications. PPB found suitable applicants from the total pool of applications. PPB was able to fill all the open positions in Ed TV.

Pauline Holmlund  
HR/Payroll Manager

From: Landa, Lori <llanda@jobshq.com>  
 Sent: Wednesday, November 24, 2010 3:47 PM  
 To: Pauline Holmlund  
 Subject: ad proof  
 Attachments: 9P0363J7OK0-44G7HBK.pdf

Hi Pauline,

I know you are gone for the day but thought I'd send this anyways. Attached is your ad proof for the Sunday in the Fargo Forum, which again includes Jobshq.com (75% of jobseekers). Total investment for this one came to \$431.14. Thanks so much – I hope you have a great Thanksgiving weekend! Take care & drive careful!



Lori Landa

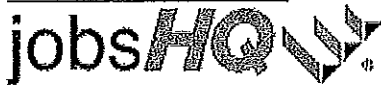

Employment Sales Specialist – online & print

Forum Communications Company

701.780.1165

Fax 701.780.1157

[llanda@jobshq.com](mailto:llanda@jobshq.com)

**Education Services Associate**

Prairie Public Broadcasting has an opening within its Television department for an Education Services Associate. This is a FT entry-level position. Duties include directing and overseeing the maintenance of the [prairiepublic.org/education](http://prairiepublic.org/education) and [ndstudies.org](http://ndstudies.org) websites, digitizing and posting of video and other resources, customer service with preK12 educators, and promotion of Education Services to the education community. Bachelors degree, or equivalent, required and two years experience working with Web and collaborative projects preferred. To be considered, please submit completed employment application, available at Prairie Public Broadcasting reception or online at [www.prairiepublic.org](http://www.prairiepublic.org) cover letter, resume, & 3 references to: Prairie Public Broadcasting, HR, 207 N 5th Street, PO Box 3240, Fargo, ND 58108-3240. EEO/Affirmative Action Employer



### North Dakota Job Order Print Document

Job Order: 230805

Print Date: 3/19/2013 9:18:56 AM

Office: Fargo Job Service

LWIA/Region: CSA 3

**Employer Information:**

Employer Name: Prairie Public Broadcasting

How to Apply: By Mail

Company Website: <http://www.prairiepublic.org>

**Application Comments:**

Please submit completed employment application, available at Prairie Public's reception or online at [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, & 3 references to: Prairie Public Broadcasting, HR, 207 N 5th Street, PO Box 3240, Fargo, ND 58108-3240

**EEO/Affirmative Action Employer**

**Location:**

Main Address:

Main Location

207 5TH ST N

PO BOX 3240

FARGO, ND 58108

Mailing Address:

PO Box 3240

FARGO, ND 58108

**Contact:**

Contact: Pauline Holmiund

Phone: (701) 241-6900 x522 Fax: (701) 239-7650

Title: HR/Payroll Manager

Email:

**Job Details:**

Occupational Code: 15109905 Web Administrators

Job Title: Education Services Associate (ND Online Studies)

Industry Code: 515120 - This industry comprises establishments primarily engaged in broadcasting images together with sound. These establishments operate television broadcasting studios and facilities for the programming and transmission of programs to the public. These establishments also produce or transmit visual programming to affiliated broadcast television stations, which in turn broadcast the programs to the public on a predetermined schedule. Programming may originate in their own studio, from an affiliated network, or from external sources.

Number of Positions: 1

Earliest Date to Display: 11/29/2010

Referrals: 999

Last Date Job Order Will Display: 12/24/2010

Type of Job: Regular

Job Time Type: Full Time (30 Hours or More)

Duration: Over 150 Days

Special Job Category:

**Job Duties and Skills:**

**Description:**

Prairie Public Broadcasting has an opening within its Television department for an Education Services Associate.

This is a FT entry-level position.

Duties include directing and overseeing the maintenance of the [www.prairiepublic.org/education](http://www.prairiepublic.org/education) and [ndstudies.org](http://www.ndstudies.org) websites, digitizing and posting of video and other resources, customer service with preK12 educators, and promotion of Education Services to the education community. Bachelors degree, or equivalent, required and two years experience working with Web and collaborative projects preferred.

**EEO/Affirmative Action Employer**

Special Software/Hardware Skills Needed: No

Special Skills:

Job Requirements:

Minimum Age:

1-2

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **Bachelor's Degree**

Months of Experience: **24**

Requires a Drivers License: **No**

Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **13.00 Other**

Maximum Salary: **13.00 Other**

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified**

Actual Hours:

Shift: **Day Shift**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K, Flexible Benefit Account**

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Job details, employer name and contact information will be displayed online.**

Other Information:

Green Job: **Not Specified**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **Yes**

Court Ordered Affirmative Action: **No**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **Mandatory Listing**

Status: **Expired**

Employer Status: **Expired**

Reason: **DTS - Expired**

Future Release From Hold:

Job Order Followup: **12/29/2010**

Dashboard

WordPress 3.5.1 is available! Please notify the site administrator.

Posts

## Revision for "Jobs/Opportunities" created on 2 December, 2010 @ 16:12

Home Flash

Instructional Resources

Title

Jobs/Opportunities

KFJM Flash

Content

KFJM Features

<h2>CAREER OPPORTUNITIES AT PRAIRIE PUBLIC</h2>

KFJM Calendar

Prairie Public Broadcasting Human Resources PO Box 3240 Fargo, ND 58108-3240 An online version of Prairie Public's <a

Events Flash

Events Features

Events Calendar

Support Flash

Support Features

Edu Sidebar

<strong>Education Services Associate</strong>

Edu Features

Edu Flash

Prairie Public Broadcasting has an opening within its television department for an Education Services Associate. This is a full time entry-level position. Duties include directing and overseeing the maintenance of the prairiepublic.org/education and ndstudies.org websites, digitizing and posting of video and other resources, customer service with preK12 educators, and promotion of Education Services to the education community. Bachelors degree, or equivalent, required and two years experience working with Web and collaborative projects preferred. To be considered, please submit completed employment application, cover letter, resume, and three references.

Home Features

Local TV Productions

TV Flash

TV Features

Pressroom News

Radio Flash

Radio Features

Hear It Now

Dakota Datebook

Plains Folk

Thank you for creating with WordPress.

Version 3.4.2

#1  
#2

**Support Sidebar**

 **Slides**

**Media**

**Links**

**Pages**

All Pages

Add New

pageMash

**Comments**

 **Products**

**Appearance**

**Plugins 7**

**Profile**

**Tools**

Collapse menu

**Internships** Prairie Public Broadcasting has unpaid and paid internship positions available throughout the organization. If you are interested in a hands-on learning experience in a fast-paced, exciting environment, send your resume by email to [Info@prairiepublic.org](mailto:Info@prairiepublic.org), or fax it to 701-239-7650.

• **Production Assistant, Television** - work with an experienced producer on projects in the production pipeline including both documentaries and live interview programs.

• **Network Assistant, Engineering** - join the Management Information Services team which maintains the corporate Macintosh network for 70+ users.

• **Web Assistant, prairiepublic.org** - work with radio and television producers to create companion Web sites for on-air productions.

• **Outreach** This is your opportunity to work on meaningful community projects within an active broadcasting office! Work with Prairie Public's Education Services within the television department in the downtown Fargo office. This department provides educational Web, print, and video resources for preK-12+ educators, childcare providers, and parents. Duties include promotion of valuable resources and services to educators and the community; working on community engagement projects; developing partnerships with the community, teachers and parent groups; as well as performing routine office tasks which may include updating the Web and print materials, digitizing video, and other maintenance activities. Work approximately fifteen

flexible hours per week between the hours of 8 and 5. This unpaid internship provides insight into office operations as well as the education, production and broadcasting professions and will provide valuable work experience and professional contacts while helping to improve communication skills. We ask that our intern candidates possess good people skills, be able to work with minimal supervision, and be dependable. This is a positive office atmosphere with staff that really appreciates interns! Check out our Web site at

<http://www.prairiepublic.org/education>.

Contact Bev Pearson at

[bpearson@prairiepublic.org](mailto:bpearson@prairiepublic.org) or

701-239-7575. Prairie Public provides quality radio, television, and public media services that educate, involve, and inspire the people of the prairie region, is committed to respect for the individual and our audience, to lifelong learning, civil discourse, and our regional identity. Those who work at Prairie Public take pride in its programming and service, expressing it through honesty and accuracy, a strong work ethic, teamwork, workplace diversity, effective stewardship of gifts and talents and good humor.

- **Radio News Internships** — Bismarck (2 concurrent internships available) This is a 1 semester, unpaid news internship in Bismarck. The Intern will work under the direction of the News Director and in association with other news staff. The Intern will be given a "real world" experience in news, so that by the end of the internship, the person will be able to report and write news stories, as well as operate the control board, newsroom software, and possibly anchor newscasts.

Prairie Public covers statewide news, including state government. Hours per week are flexible, depending on the number of credits taken. Up to full time is possible. The people will be selected through an interview process, and candidates must submit a cover letter, resume and recording. Students should have some background or course work in journalism. The intern will be assigned duties by the News Director, and those duties may include coverage of scheduled events, telephone interviews, on-site interviews, writing and rewriting news copy, and production of voiclers and wraps. Some work may be for television and the internet as well as radio. We will assist the intern in preparing audition recording based on their work. We will reimburse expenses. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org).

(-)

**Radio News Internship — Fargo** This is a 1 semester, unpaid news internship in Fargo. The intern will be directly supervised by our Red River Valley reporters, under the overall direction of the News Director. The intern will be given a "real world" experience in news, so that by the end of the internship, the person will be able to report and write news stories, as well as operate the control board, use newsroom software and possibly anchor newscasts. Prairie Public covers statewide news, and this position focuses on stories originating in Fargo and other parts of eastern North Dakota. Work is based at the studios in the downtown Fargo or on the UND campus in Grand Forks. Hours per week are flexible, depending on the number of credits taken. Up to full time is possible. The people will be selected through an

interview process, and candidates must submit a cover letter, resume and recording. Students should have some background or course work in journalism. The intern will be assigned duties by the News Director, and those duties may include coverage of scheduled events, telephone interviews, on-site interviews, writing and rewriting news copy, and production of voicers and wraps. Some work may be for television and the Internet as well as radio. We will assist the intern in preparing audition recording based on their work. We will reimburse expenses. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [Info@prairiepublic.org](mailto:Info@prairiepublic.org).

• **Station Operations Internship, Radio — Bismarck** This is a 1 semester, unpaid internship available for general station operations. Work includes taking satellite feeds, feeds from other network locations, editing programs and spots for broadcast and the web, operating in the production and on-air studio, including recording and playback software, and, depending on skill level, preparing and announcing weather forecasts, network spot announcements, classical music programming, and short newscasts. It would allow a student to learn about a wide range of the operations necessary to operating a radio station and regional network. The work is based in our Bismarck studios. Hours per week are flexible, depending on the number of credits taken. The intern will work under the supervision of our Operations Director. Students should have an interest in radio, and some experience with audio equipment will be helpful. Please apply with a cover letter and resume. Contact Bill Thomas, 239-7509,

Box 3240, Fargo, ND 58108-3240, or write info@prairiepublic.org.

• **Community Affairs Internship, Radio -- Fargo** This is a one semester, unpaid internship to produce a broadcast and web program on a particular topic. The student will work with the Director of Radio to choose a subject, and determine the production activities necessary. The conclusion of the internship will be the production of programming for radio broadcast and internet presentation. The end result might be, for example, a one hour program, or a series of shorter pieces. The student may suggest a topic, or accept one provided by Prairie Public. The subject could be a social or political issue, music or other arts activity, or almost anything else. The main criterion is that the resulting programming be interesting to public radio listeners. Production activities could include field recording, field interviews, in-studio interviews, and will certainly include writing and audio editing. The intern will have the chance to become familiar with the production process, including equipment and appropriate software. The production may be broadcast and presented on Prairie Public's website. The hours are flexible, depending on the number of credits taken. The intern will work under the supervision of the Director of Radio. Students should have an interest in radio and journalism, and some experience with audio equipment and writing will be helpful. Please apply with a cover letter and resume. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write info@prairiepublic.org.

Excerpt

Revisions



( Compare Revisions )

Old	New	Date Created	Author	Actions
<input type="radio"/>	<input checked="" type="radio"/>	28 September, 2012 @ 14:16 [Current Revision]	admin	
<input type="radio"/>	<input type="radio"/>	25 March, 2013 @ 9:44 [Autosave]	editor	Restore
<input type="radio"/>	<input type="radio"/>	16 August, 2012 @ 14:04	editor	Restore
<input type="radio"/>	<input type="radio"/>	17 July, 2012 @ 9:25	editor	Restore
<input type="radio"/>	<input type="radio"/>	17 July, 2012 @ 9:24	editor	Restore
<input type="radio"/>	<input type="radio"/>	9 July, 2012 @ 12:32	editor	Restore
<input type="radio"/>	<input type="radio"/>	15 June, 2012 @ 12:53	editor	Restore
<input type="radio"/>	<input type="radio"/>	15 June, 2012 @ 12:35	editor	Restore
<input type="radio"/>	<input type="radio"/>	24 May, 2012 @ 15:32	editor	Restore
<input type="radio"/>	<input type="radio"/>	28 March, 2012 @ 15:29	editor	Restore
<input type="radio"/>	<input type="radio"/>	28 March, 2012 @ 15:29	editor	Restore
<input type="radio"/>	<input type="radio"/>	11 January, 2012 @ 13:48	editor	Restore
<input type="radio"/>	<input type="radio"/>	11 January, 2012 @ 13:42	editor	Restore
<input type="radio"/>	<input type="radio"/>	11 January, 2012 @ 10:52	editor	Restore
<input type="radio"/>	<input type="radio"/>	18 November, 2011 @ 14:39	editor	Restore
<input type="radio"/>	<input type="radio"/>	23 September, 2011 @ 14:39	editor	Restore
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<input type="radio"/>	<input type="radio"/>	19 August, 2011 @ 9:07	editor	Restore
<input type="radio"/>	<input type="radio"/>	19 August, 2011 @ 9:01	editor	Restore

Old	New	Date Created	Author	Actions
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<input type="radio"/>	<input type="radio"/>	26 May, 2011 @ 13:24	radio	Restore
<input type="radio"/>	<input type="radio"/>	2 May, 2011 @ 11:23	radio	Restore
<input type="radio"/>	<input type="radio"/>	25 April, 2011 @ 15:20	editor	Restore
<input type="radio"/>	<input type="radio"/>	19 April, 2011 @ 10:52	editor	Restore
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<input type="radio"/>	<input type="radio"/>	5 April, 2011 @ 15:05	editor	Restore
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<input type="radio"/>	<input type="radio"/>	10 December, 2010 @ 13:57	editor	Restore
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<input checked="" type="radio"/>	<input type="radio"/>	2 December, 2010 @ 16:12	editor	Restore
<input type="radio"/>	<input type="radio"/>	12 October, 2010 @ 16:01	editor	Restore
<input type="radio"/>	<input type="radio"/>	4 August, 2010 @ 9:42	editor	Restore
<input type="radio"/>	<input type="radio"/>	4 August, 2010 @ 9:40	editor	Restore
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<input type="radio"/>	<input type="radio"/>	5 March, 2010 @ 13:58	editor	Restore

Old	New	Date Created	Author	Actions
<input type="radio"/>		5 March, 2010 @ 11:30	editor	Restore
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<input type="radio"/>		19 January, 2010 @ 17:39	editor	Restore
<input type="radio"/>		5 January, 2010 @ 11:14	editor	Restore
<input type="radio"/>		5 January, 2010 @ 11:12	editor	Restore
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<input type="radio"/>		4 December, 2009 @ 13:57	editor	Restore
<input type="radio"/>		13 October, 2009 @ 17:01	editor	Restore
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<input type="radio"/>		10 March, 2009 @ 9:01	editor	Restore
<input type="radio"/>		4 February, 2009 @ 11:55	editor	Restore
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<input type="radio"/>		29 January, 2009 @ 16:52	editor	Restore
<input type="radio"/>		29 January, 2009 @ 16:52	editor	Restore
<input type="radio"/>		26 November, 2008 @ 12:49	editor	Restore

Old	New	Date Created	Author	Actions
<input type="radio"/>		26 November, 2008 @ 12:49	admin	Restore <span style="float: right;">1-2</span>

Pauline Holmlund

From: Pauline Holmlund <pholmlund@prairiepublic.org>  
Sent: Thursday, December 02, 2010 10:52 AM  
To: Everyone  
Subject: Internal Job Posting - Education Services Assoc.  
Attachments: Internal Posting Ed Serv Assoc Nov2010.doc; Internal Posting Ed Serv Assoc Nov2010.doc

### Education Services Associate

Prairie Public Broadcasting has an opening within its Television department for an Education Services Associate. This is a FT entry-level position. Duties include directing and overseeing the maintenance of the prairiepublic.org/education and ndstudies.org websites, digitizing and posting of video and other resources, customer service with preK12 educators, and promotion of Education Services to the education community. Bachelors degree, or equivalent, required and two years experience working with Web and collaborative projects preferred. To be considered, please submit completed employment application, available at Prairie Public Broadcasting reception or online at [www.prairiepublic.org](http://www.prairiepublic.org) cover letter, resume, & 3 references to:

Prairie Public Broadcasting  
HR  
207 N 5<sup>th</sup> Street  
PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

*Pauline Holmlund*  
Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

Pauline Holmlund

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1 → 2

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Thursday, December 02, 2010 10:53 AM  
**To:** TV Jobs-Notification; Production Hub Job Notification  
**Subject:** Job Posting  
**Attachments:** Internal Posting Ed Serv Assoc Nov2010.doc; Internal Posting Ed Serv Assoc Nov2010.doc

Please post the attached ad. Thanks much.

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

\*Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region.\*

# Internal Job Posting

172 Prod Hab

3/28/2013

Application Deadline 12-15-10

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## Education Services Associate

Prairie Public Broadcasting has an opening within its Television department for an Education Services Associate. This is a FT entry-level position. Duties include directing and overseeing the maintenance of the [prairiepublic.org/education](http://prairiepublic.org/education) and [ndstudies.org](http://ndstudies.org) websites, digitizing and posting of video and other resources, customer service with preK12 educators, and promotion of Education Services to the education community. Bachelors degree, or equivalent, required and two years experience working with Web and collaborative projects preferred. To be considered, please submit completed employment application, available at Prairie Public Broadcasting reception or online at [www.prairiepublic.org](http://www.prairiepublic.org) cover letter, resume, & 3 references to:

Prairie Public Broadcasting  
HR  
207 N 5<sup>th</sup> Street  
PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

Pauline Holmlund

TV Jobs

1-2

From: jobs@tvjobs.com  
Sent: Thursday, December 02, 2010 11:54 AM  
To: pholmlund@prairiepublic.org  
Subject: TVJobs.com - Education Services Associate job posted

JOB POSTING NOTIFICATION FROM TVJOBS

The "Education Services Associate" position for Prairie Public Broadcasting was just posted in the Job Bank and is now available on-line ...

Station : Prairie Public Broadcasting  
Position : Education Services Associate  
Category : Education  
Database : Television  
Job ID : TVJ#34143523  
Posted : 12/2/2010  
Expires : 1/2/2011  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

Education Services Associate

Prairie Public Broadcasting has an opening within its Television department for an Education Services Associate. This is a FT entry-level position. Duties include directing and overseeing the maintenance of the [prairiepublic.org/education](http://prairiepublic.org/education) and [ndstudies.org](http://ndstudies.org) websites, digitizing and posting of video and other resources, customer service with preK12 educators, and promotion of Education Services to the education community. Bachelors degree, or equivalent, required and two years experience working with Web and collaborative projects preferred. To be considered, please submit completed employment application, available at Prairie Public Broadcasting reception or online at [www.prairiepublic.org](http://www.prairiepublic.org) cover letter, resume, & 3 references to:

Prairie Public Broadcasting  
HR  
207 N 5th Street  
PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 1/2/2011.



Pauline Holmlund

From: Landa, Lori <llanda@jobshq.com>  
Sent: Wednesday, April 13, 2011 3:34 PM  
To: Pauline Holmlund  
Subject: RE: Employment ads

It is on JobsHQ thru April 23 – neglected to mention that. Thanks Pauline!



**Lori Landa**

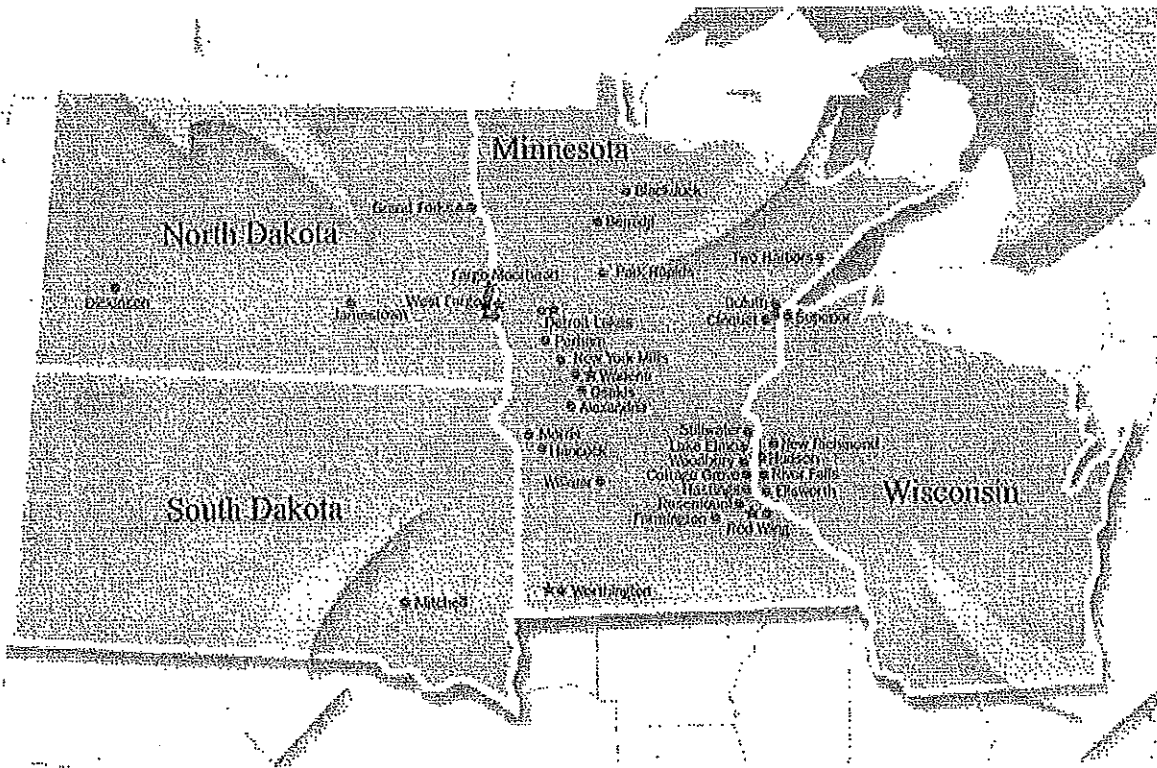
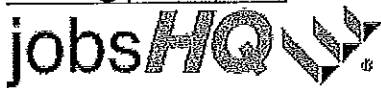
Employment Sales Specialist – online & print  
Forum Communications Company

701.780.1165

Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)



From: Pauline Holmlund [<mailto:pholmlund@prairiepublic.org>]  
Sent: Wednesday, April 13, 2011 3:10 PM

**To:** Landa, Lori  
**Subject:** RE: Employment ads

3

We still have one opening in that department. Did I put on jobs HQ? If there is still days left ... keep running.

Thanks.

**Pauline Holmlund**

Human Resources/Payroll Manager

Prairie Public Broadcasting, Inc.

[www.prairiepublic.org](http://www.prairiepublic.org)

Telephone: (701) 241-6900

Direct Phone: (701) 239-7522

Fax: (701) 239-7650

**"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."**

**From:** Landa, Lori [<mailto:llanda@jobshq.com>]  
**Sent:** Wednesday, April 13, 2011 2:55 PM  
**To:** Pauline Holmlund  
**Subject:** RE: Employment ads

And the Education Services Associate ad is okay to cancel?



**Lori Landa**

Employment Sales Specialist – online & print

3

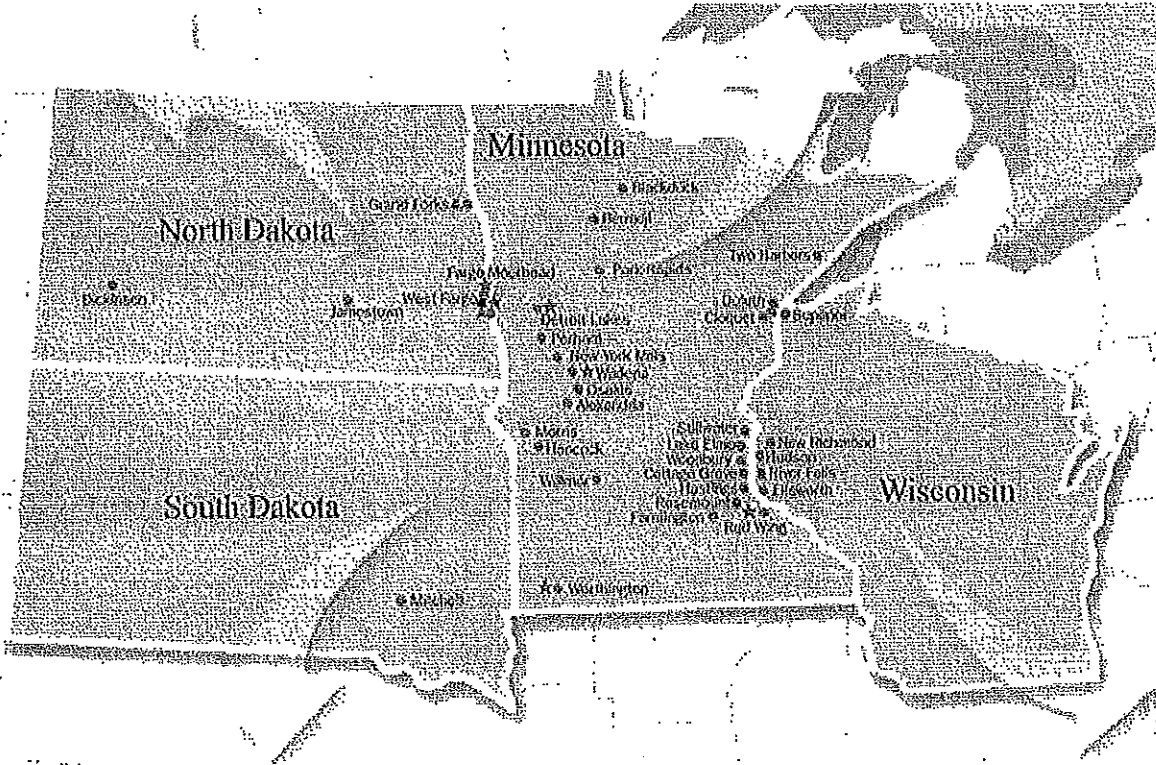
Forum Communications Company

701.780.1165

Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)



From: Pauline Holmlund [<mailto:pholmlund@prairiepublic.org>]

Sent: Wednesday, April 13, 2011 2:08 PM

To: Landa, Lori

Subject: RE: Employment ads

Sorry I didn't get back to you. I just finished up payroll.

Yes ... please post for me.

3

Thanks much.

**Pauline Holmlund**

Human Resources/Payroll Manager

Prairie Public Broadcasting, Inc.

[www.prairiepublic.org](http://www.prairiepublic.org)

Telephone: (701) 241-6900

Direct Phone: (701) 239-7522

Fax: (701) 239-7650

**"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."**

**From:** Landa, Lori [<mailto:llanda@jobshq.com>]

**Sent:** Wednesday, April 13, 2011 2:03 PM

**To:** Pauline Holmlund

**Subject:** Employment ads

Hi Pauline,

How's it going? Just checking to see if all is okay with the Education Services Associate position? Also, I'm assuming all is okay with the Bingo Hall Manager for Bismarck? I have it set to go. Thanks so much, Pauline – you have a great afternoon!

---

**From:** jnin@productionhub.com  
**Sent:** Tuesday, April 12, 2011 9:28 AM  
**To:** pholmlund@prairiepublic.org  
**Subject:** Out of Office

Hello,

I am out of the office until Apr. 18th and your email will not be forwarded.

Warmest wishes,

Jessica Nin  
ProductionHUB.com  
The Community search site for film, television, video, live event and digital media production.

T:: 877.629.4122  
E:: [jin@productionhub.com](mailto:jin@productionhub.com)

Follow us @Twitter: <http://twitter.com/ProductionHUB> Become a Fan on Facebook!  
<http://www.facebook.com/productionhub>

**Position # 4**  
**Bingo Hall Manager**

Pauline Holmlund

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Wednesday, April 13, 2011 4:45 PM  
**To:** 'Shonda Baumgartner'  
**Subject:** RE: Ad

Go ahead and run the 7 day ad.  
Thanks much.

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

---

**From:** Shonda Baumgartner [<mailto:Shonda.Baumgartner@bismarcktribune.com>]  
**Sent:** Wednesday, April 13, 2011 4:45 PM  
**To:** 'Pauline Holmlund'  
**Subject:** RE: Ad

It is packaged with the least amount of online.... It takes your readership from 34,000 to 78,000 on a daily basis....

Shonda Baumgartner  
Classified Sales Representative  
Direct Line: (701) 250-8236  
1-866-476-5348 ext. #236  
Fax: Attn: Shonda (701) 250-0195  
[shonda@bismarcktribune.com](mailto:shonda@bismarcktribune.com)

---

**From:** Pauline Holmlund [<mailto:pholmlund@prairiepublic.org>]  
**Sent:** Wednesday, April 13, 2011 4:42 PM  
**To:** Shonda Baumgartner  
**Subject:** RE: Ad

Does this include any on-line ads as well? I only need the print ad.

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

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**From:** Shonda Baumgartner [mailto:[Shonda.Baumgartner@bismarcktribune.com](mailto:Shonda.Baumgartner@bismarcktribune.com)]  
**Sent:** Wednesday, April 13, 2011 4:32 PM  
**To:** 'Pauline Holmlund'  
**Subject:** RE: Ad

We have quite a bit of words again...but Sunday only would be \$469.60 and the 7 consecutive days would be \$521.99. You did run the 7 consecutive days the last time.....

Shonda Baumgartner  
Classified Sales Representative  
Direct Line: (701) 250-8236  
1-866-476-5348 ext. #236  
Fax: Attn: Shonda (701) 250-0195  
[shonda@bismarcktribune.com](mailto:shonda@bismarcktribune.com)

---

**From:** Pauline Holmlund [mailto:[pholmlund@prairiepublic.org](mailto:pholmlund@prairiepublic.org)]  
**Sent:** Wednesday, April 13, 2011 4:20 PM  
**To:** Shonda Baumgartner  
**Subject:** Ad

Shonda ... what would this ad cost to run this Sunday?

*Pauline Holmlund*  
Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650



4

# Prairie Public Broadcasting

## E-MAIL

No. of pages (including this one) 1

Date: April 13, 2011  
TO: Bismarck Tribune  
Classifieds

FROM: Pauline Holmlund  
Human Resources Manager  
Phone: 701-239-7522  
Fax: 701-239-7650

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Prairie Public Broadcasting has the following one-column employment ad with logo to run in the Management category on the following dates using the **NON-PROFIT** rate.  
\*\*\*Please fax tear sheet and total cost.\*\*\*

SUNDAY

April 17, 2011



### BINGO HALL MANAGER

Dakota Skies Bingo (Bismarck) is seeking a manager to be responsible for the overall operations of the Bingo Hall. The Bingo Hall Manager's objective is to generate maximum net profits for the company according to the annual goals. The manager is responsible for leading a staff of approximately 25 employees, performing the daily Human Resource functions of the operation, developing & implementing promotional ideas, & assuring compliance with state gaming laws & regulations as well as internal policies & control BA/BS in Business, Management, or related field & 3-5 years management experience. Knowledge of ND charitable gaming regulations required. Please submit cover letter, resume, & 3 professional references, by April 25, 2011, to: Prairie Public Broadcasting, Human Resources, 207 N. 5<sup>th</sup> St., Fargo, ND 58102.

Dakota Skies Bingo is operated by Prairie  
Public Broadcasting  
EEO/Affirmative Action Employer

Pauline Holmlund

Minot Daily

4

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**From:** classads@minotdailynews.com  
**Sent:** Thursday, April 14, 2011 9:18 AM  
**To:** pholmlund@prairiepublic.org  
**Subject:** Classified Ad Proof - Ad# 387310  
**Attachments:** AD-387310.pdf; AD-387310.pdf

Your Classified Ad proof is attached

Good morning Pauline

here is a proof and cost at our Non-profit rate for Sunday

Caren  
Minot daily News

*Memot 4*

ADNo: 387310 Customer Number: D11563  
Customer Name: PRAIRIE PUBLIC Company: BROADCASTING  
Address: 207 N 5TH ST  
City/St/Zip: FARGO ND 58102  
Phone: (701) 239-7522 Solicitor: 12  
Category: 40 Class: 185 Rate: NP-0 Start: 4-17-2011 Stop: 4-17-2011  
Lines: 45 Inches: 4.40 Words: 141

-----  
Credit Card:                      Expire:  
Order Number:  
Cost: 195.15 Extra Charges: 23.00 Adjustments: .00  
Payments: .00 Discount: .00  
Balance: 218.15  
-----



**BINGO HALL  
MANAGER**

Dakota Skies Bingo (Bismarck) is seeking a manager to be responsible for the overall operations of the Bingo Hall. The Bingo Hall Manager's objective is to generate maximum net profits for the company according to the annual goals, the manager is responsible for leading a staff of approximately 25 employees, performing the daily Human Resource functions of the operation, developing & implementing promotional ideas, & assuring compliance with state gaming laws & regulations as well as internal policies & control Ba/BS in Business, Management, or related field & 3-5 years management experience. Knowledge of ND charitable gaming regulations required. Please submit cover letter, resume, & 3 professional references, by April 25, 2011, to: Prairie Public Broadcasting, Human Resources, 207 N. 5th St., Fargo, ND 58102.  
Dakota Skies Bingo is operated by Prairie Public Broadcasting  
EEO/Minority Action Employer

Print Ads 4

Pauline Holmlund

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**From:** Landa, Lori <llanda@jobshq.com>  
**Sent:** Tuesday, April 12, 2011 1:07 PM  
**To:** Pauline Holmlund  
**Subject:** ad proof

Hi Pauline,

How's your day going? Here is your ad proof – this will run on JobsHQ.com (100,000 active jobseekers monthly) rotating on the home pages of Dickinson and Jamestown (94,000 people monthly) with the print in Jamestown Saturday, April 16 (no Sunday pub in Jamestown) and the Dickinson Press on Sunday, April 17. Total investment \$493.22. Please make sure all is okay & let me know. Thanks so much, Pauline – you have a great day – enjoy the sunshine!!

Ad Copy



## BINGO HALL MANAGER

Dakota Skies Bingo (Bismarck) is seeking a manager to be responsible for the overall operations of the Bingo Hall. The Bingo Hall Manager's objective is to generate maximum net profits for the company according to the annual goals. The manager is responsible for leading a staff of approximately 25 employees, performing the daily Human Resource functions of the operation, developing & implementing promotional ideas, & assuring compliance with state gaming laws & regulations as well as internal policies & control SA/BS in Business, Management, or related field & 3-5 years management experience. Knowledge of ND charitable gaming regulations required. Please submit cover letter, resume, & 3 professional references, by April 25, 2011, to: Prairie Public Broadcasting, Human Resources, 207 N. 5th St., Fargo, ND 58102.

Dakota Skies Bingo is operated by Prairie Public Broadcasting

EEO/Affirmative  
Action Employer

4



4

**Lori Landa**

Employment Sales Specialist – online & print

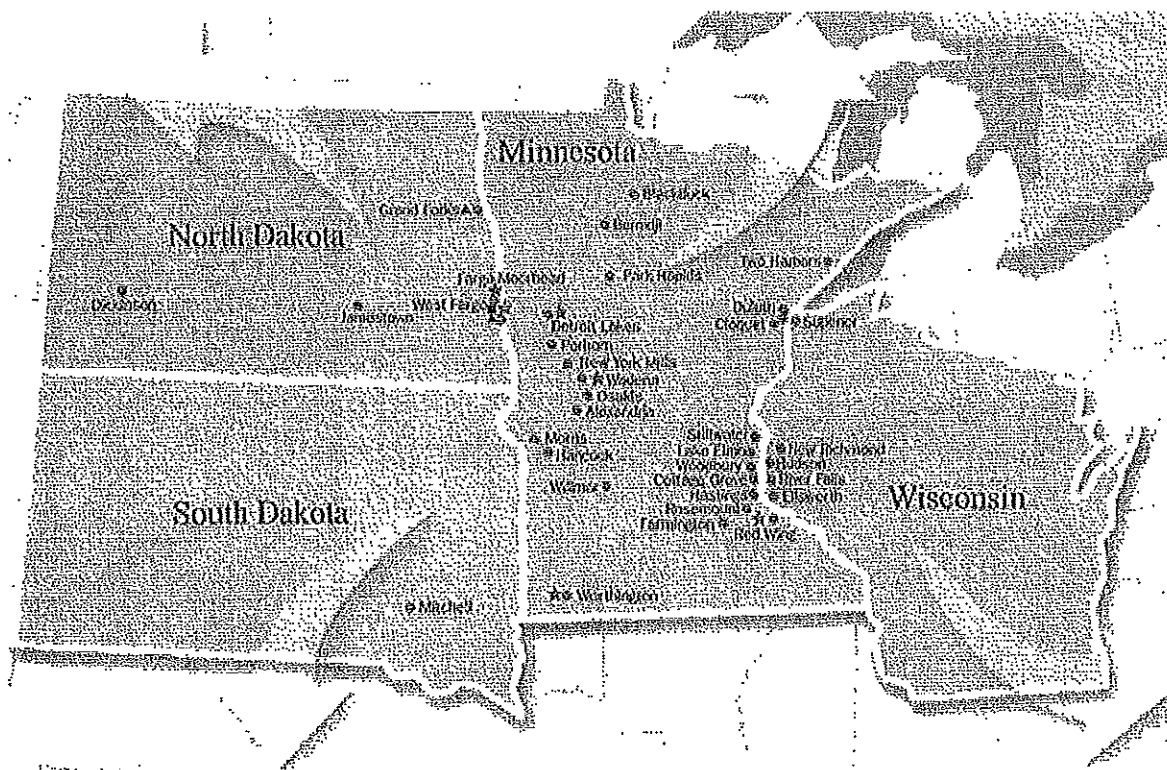
Forum Communications Company

701.780.1165

Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)



**From:** Pauline Holmlund [<mailto:pholmlund@prairiepublic.org>]

**Sent:** Tuesday, April 12, 2011 9:34 AM

**To:** Landa, Lori

**Subject:** RE: Forum Newspapers

Please let me know what the costs will be to post this ad in this Sunday's paper for: JAMESTOWN & DICKINSON & JOBS HQ.

4

I'll have to post the Bismarck and Minot myself.

Thanks much.

Pauline

**Pauline Holmlund**

Human Resources/Payroll Manager

Prairie Public Broadcasting, Inc.

[www.prairiepublic.org](http://www.prairiepublic.org)

Telephone: (701) 241-6900

Direct Phone: (701) 239-7522

Fax: (701) 239-7650

**"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."**

**From:** Landa, Lori [<mailto:llanda@jobshq.com>]

**Sent:** Monday, April 11, 2011 4:54 PM

**To:** Pauline Holmlund

**Subject:** RE: Forum Newspapers

Hi Pauline,

Great to hear from you! I handle Fargo, Grand Forks, Jamestown & Dickinson in ND and Detroit Lakes area & Bemidji in MN and then of course, our JobsHQ covers the masses on the internet. Let me know & I will take care of that for you. Thanks Pauline – you have a great night!



**Lori Landa**

Employment Sales Specialist – online & print

**Forum Communications Company**

701.780.1165

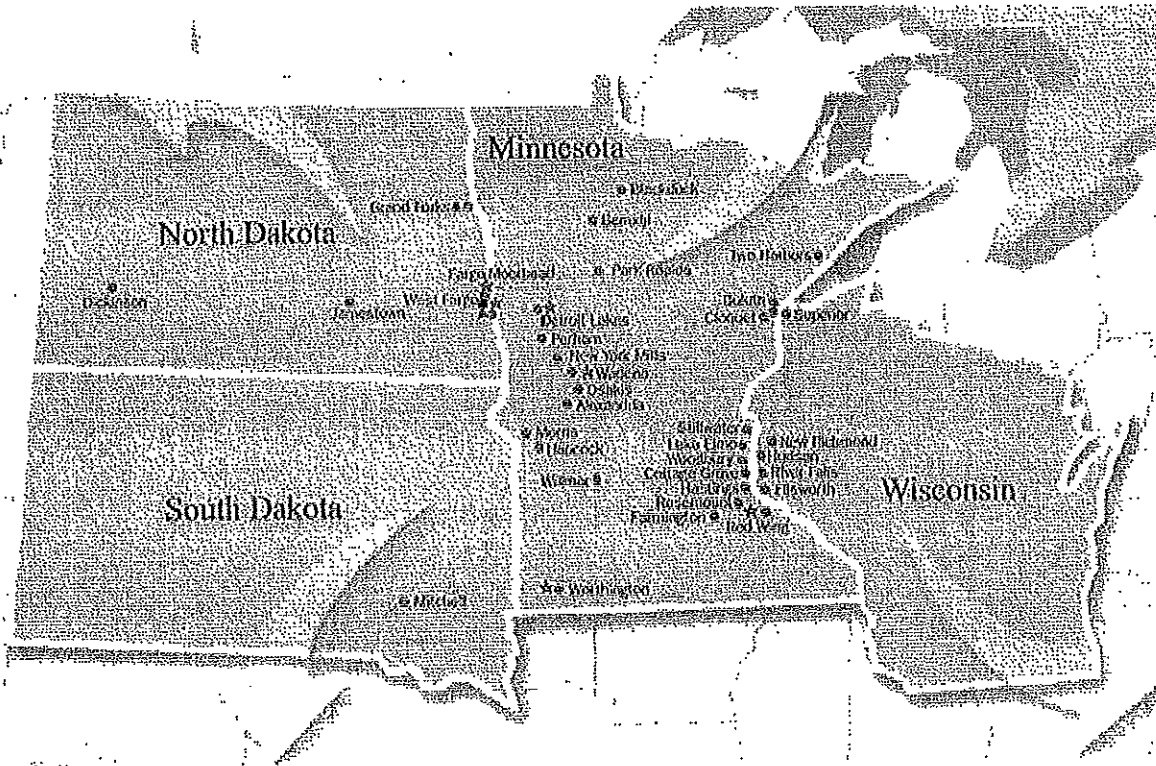
Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)







**From:** Pauline Holmlund [<mailto:pholmlund@prairiepublic.org>]  
**Sent:** Monday, April 11, 2011 3:12 PM  
**To:** Landa, Lori  
**Subject:** Forum Newspapers

Lori,

What newspapers do you place ads for?

I'm looking at placing an ad for Bismarck, Jamestown, Minot, & Dickinson.

Let me know ... thanks much.

Pauline

**Pauline Holmlund**

Human Resources/Payroll Manager

Prairie Public Broadcasting, Inc.

[www.prairiepublic.org](http://www.prairiepublic.org)

Telephone: (701) 241-6900

Direct Phone: (701) 239-7522

Fax: (701) 239-7650

**"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."**

Internal

4

Pauline Holmlund

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Monday, April 18, 2011 7:45 AM  
**To:** Everyone  
**Subject:** Job Posting Bismarck Gaming

## BINGO HALL MANAGER

Dakota Skies Bingo (Bismarck) is seeking a manager to be responsible for the overall operations of the Bingo Hall. The Bingo Hall Manager's objective is to generate maximum net profits for the company according to the annual goals. The manager is responsible for leading a staff of approximately 25 employees, performing the daily Human Resource functions of the operation, developing & implementing promotional ideas, & assuring compliance with state gaming laws & regulations as well as internal policies & control BA/BS in Business, Management, or related field & 3-5 years management experience. Knowledge of ND charitable gaming regulations required. Please submit cover letter, resume, & 3 professional references, by April 25, 2011, to: Prairie Public Broadcasting, Human Resources, 207 N. 5<sup>th</sup> St., Fargo, ND 58102.

Dakota Skies Bingo is operated by Prairie Public Broadcasting  
EEO/Affirmative Action Employer

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

Internal

4

Pauline Holmlund

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**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Monday, April 18, 2011 7:53 AM  
**To:** 'Nancy Jacobson'  
**Subject:** Job Posting  
**Attachments:** Internal Posting DSB Mgr April 2011.doc; Internal Posting DSB Mgr April 2011.doc

Nancy,  
Please post the attached ad ASAP where employees can see this posting. Everyone must have an opportunity to apply for this position.  
Thanks much.  
Pauline

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

\*Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region.\*

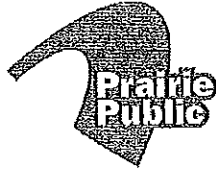
4

# Internal Job Posting

## Bismarck

**Deadline for applications is 4-25-11**

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### BINGO HALL MANAGER

Dakota Skies Bingo (Bismarck) is seeking a manager to be responsible for the overall operations of the Bingo Hall. The Bingo Hall Manager's objective is to generate maximum net profits for the company according to the annual goals. The manager is responsible for leading a staff of approximately 25 employees, performing the daily Human Resource functions of the operation, developing & implementing promotional ideas, & assuring compliance with state gaming laws & regulations as well as internal policies & control BA/BS in Business, Management, or related field & 3-5 years management experience. Knowledge of ND charitable gaming regulations required. Please submit cover letter, resume, & 3 professional references, by April 25, 2011, to:

Prairie Public Broadcasting  
Human Resources  
207 N. 5<sup>th</sup> St.  
Fargo, ND 58102

Dakota Skies Bingo is operated by Prairie Public Broadcasting  
EEO/Affirmative Action Employer

### North Dakota Job Order Print Document

Job Order: 241468  
Office: Fargo Job Service

Print Date: 3/19/2013 9:46:11 AM  
LWIA/Region: CSA 3

**Employer Information:**  
Employer Name: Prairie Public Broadcasting  
How to Apply: By Mail  
Company Website: NA  
Application Comments:

Please submit cover letter, resume, & 3 professional references, by April 25, 2011, to:

Prairie Public Broadcasting  
Human Resources  
207 N. 5th St.  
Fargo, ND 58102

Dakota Skies Bingo is operated by Prairie Public Broadcasting  
EEO/Affirmative Action Employer

**Location:**

Main Address:  
Dakota Skies Bingo  
825 S 8th St

**Mailing Address:**

825 S 8TH ST  
BISMARCK, ND 58504

BISMARCK, ND 58501

**Contact:**

Contact: Pauline Holmlund  
Phone: (701) 241-6900 x522 Fax:

Title: HR/Payroll Manager  
Email:

**Job Details:**

Occupational Code: 39101100 Gaming Supervisors

Job Title: Bingo Hall Manager

Industry Code: 515120 - This industry comprises establishments primarily engaged in broadcasting images together with sound. These establishments operate television broadcasting studios and facilities for the programming and transmission of programs to the public. These establishments also produce or transmit visual programming to affiliated broadcast television stations, which in turn broadcast the programs to the public on a predetermined schedule. Programming may originate in their own studio, from an affiliated network, or from external sources.

Number of Positions: 1

Earliest Date to Display: 4/18/2011

Type of Job: Regular

Duration: Over 150 Days

Job Duties and Skills:

Description:

Referrals: 999

Last Date Job Order Will Display: 4/25/2011

Job Time Type: Full Time (30 Hours or More)

Special Job Category:

#### BINGO HALL MANAGER

Dakota Skies Bingo (Bismarck) is seeking a manager to be responsible for the overall operations of the Bingo Hall. The Bingo Hall Manager's objective is to generate maximum net profits for the company according to the annual goals. The manager is responsible for leading a staff of approximately 25 employees, performing the daily Human Resource functions of the operation, developing & implementing promotional ideas, & assuring compliance with state gaming laws & regulations as well as internal policies & control BA/BS in Business, Management, or related field & 3-5 years management experience. Knowledge of ND charitable gaming regulations required. Please submit cover letter, resume, & 3 professional references, by April 25, 2011, to:

Prairie Public Broadcasting  
Human Resources

4

207 N. 5th St.  
Fargo, ND 58102

Dakota Skies Bingo is operated by Prairie Public Broadcasting  
EEO/Affirmative Action Employer

Special Software/Hardware Skills Needed: No  
Special Skills:

BA/BS in Business, Management, or related field & 3-5 years management experience. Knowledge of ND charitable gaming regulations required.

**Job Requirements:**

Minimum Age: 21

Test Done By: No test required

Required Tests: Gaming regulations

Hiring Requirements: Background Checks

Hiring Requirements Other: City Gaming tag

Education Level: Doctorate Degree

Months of Experience: 36

Requires a Drivers License: No

Near Public Transportation: No

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: 0.00 Year

Maximum Salary: 0.00 Year

Pay Comments: DOE (Depends on Experience)

Supplemental Compensation: No

Hours per Week: Hours Vary

Actual Hours:

Shift: Rotating Shift

Benefits: Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K, Extended Sick Leave, Flexible Benefit Account

Other Benefits: 6% Retirement

Job Order Information to be Displayed Online:

Job Order Information Online: Job details, employer name and contact information will be displayed online.

Other Information:

Green Job: No

Subsidized by ARRA (Stimulus): No

Featured Job: No

In an Enterprise Zone: No

Federal Contractor: Yes

Court Ordered Affirmative Action: No

Staff Information:

Category: Regular (Non Domestic)

Job Developer Mandatory Listing: NA

Status: Expired

Employer Status: Expired

Reason: DTS - Expired

Future Release From Hold:

-END

Dashboard

WordPress 3.5.1 is available! Please notify the site administrator.

Posts

## Revision for "Jobs/Opportunities" created on 2 December, 2010 @ 16:12

Home Flash

Instructional Resources

Title

Jobs/Opportunities

2010 - 2011

KFJM Flash

Content

<h2>CAREER OPPORTUNITIES AT PRAIRIE PUBLIC</h2>  
 Prairie Public Broadcasting Human Resources PO Box 3240 Fargo, ND 58108-3240 An online version of Prairie Public's <a href="http://www.prairiepublic.org/wp-content/uploads/application-for-employment2.pdf">application for employment</a> is available to download and print. <strong></strong>

KFJM Features

KFJM Calendar

Events Flash

Events Features

Events Calendar

Support Flash

Support Features

Edu Sidebar

<strong>Education Services Associate</strong>

#1  
#2

Edu Features

Edu Flash

Home Features

Local TV Productions

TV Flash

TV Features

Pressroom News

Radio Flash

Radio Features

Hear It Now

Dakota Datebook

Plains Folk

Prairie Public Broadcasting has an opening within its television department for an Education Services Associate. This is a full time entry-level position. Duties include directing and overseeing the maintenance of the prairiepublic.org/education and ndstudies.org websites, digitizing and posting of video and other resources, customer service with preK12 educators, and promotion of Education Services to the education community. Bachelors degree, or equivalent, required and two years experience working with Web and collaborative projects preferred. To be considered, please submit completed employment application, cover letter, resume, and three references.

Thank you for creating with WordPress.

Version 3.4.2



- Dashboard
- Posts
- Home Flash
- Instructional Resources
- KFJM Flash
- KFJM Features
- KFJM Calendar
- Events Flash
- Events Features
- Events Calendar
- Support Flash
- Support Features
- Edu Sidebar
- Edu Features
- Edu Flash
- Home Features
- Local TV Productions
- TV Flash
- TV Features
- Pressroom News
- Radio Flash
- Radio Features
- Hear It Now
- Dakota Datebook
- Plains Folk

WordPress 3.5.1 is available! Please notify the site administrator.

## Revision for "Jobs/Opportunities" created on 19 April, 2011 @ 10:52

Title	Jobs/Opportunities
Content	<p style="text-align: right;"><i>2010-2011</i></p> <p>&lt;h2&gt;CAREER OPPORTUNITIES AT PRAIRIE PUBLIC&lt;/h2&gt;            Prairie Public Broadcasting Human Resources PO Box 3240 Fargo, ND 58108-3240 An online version of Prairie Public's &lt;a href="http://www.prairiepublic.org/wp-content/uploads/application-for-employment2.pdf"&gt;application for employment&lt;/a&gt; is available to download and print. &lt;strong&gt;&lt;/strong&gt;</p> <p style="text-align: right;"><i># 3</i></p> <p>&lt;strong&gt;Education Services Associate&lt;/strong&gt;            Prairie Public Broadcasting has an opening within its television department for an Education Services Associate. This is a full time entry-level position. Duties include directing and overseeing the maintenance of the prairiepublic.org/education and ndstudies.org websites, digitizing and posting of video and other resources, customer service with preK12 educators, and promotion of Education Services to the education community. Bachelors degree, or equivalent, required and two years experience working with Web and collaborative projects preferred. To be considered, please submit completed employment application, cover letter, resume, and three references.</p>

Thank you for creating with WordPress.

Version 3.4.2

#4

Support Sidebar

Slides

Media

Links

Pages

All Pages

Add New

pageMash

Comments

Products

Appearance

Plugins 7

Profile

Tools

Collapse menu

**Bingo Manager**

Dakota Skies Bingo (Bismarck), which is operated by Prairie Public Broadcasting, is seeking a manager for the overall operations of the Bingo Hall. The Bingo Hall Manager's objective is to generate maximum net profits for the company according to the annual goals. The manager is responsible for leading a staff of approximately 25 employees, performing the daily Human Resource functions of the operation, developing and implementing promotional ideas, and assuring compliance with state gaming laws and regulations as well as internal policies and control BA/BS in Business, Management, or related field and 3-5 years management experience. Knowledge of ND charitable gaming regulations required. Please submit cover letter, resume, three professional references, by April 25, 2011, to: Prairie Public Broadcasting, Human Resources, 207 N. 5th St., Fargo, ND 58102.

**Internships** Prairie Public Broadcasting has unpaid and paid Internship positions available throughout the organization. If you are interested in a hands-on learning experience in a fast-paced, exciting environment, send your resume by email to info@prairiepublic.org, or fax it to 701-239-7650.

**Native American Public Telecommunications Internship** Prairie Public Broadcasting (PPB) and Native American Public Telecommunications (NAPT) are pleased to offer a paid television broadcast Internship for the summer of 2011 for undergraduate or graduate students. With major funding

**2011-12 Position # 1**  
**Executive Administrative Assistant**

2011-2012

#1

Sy. Adm Asst

Pauline Holmlund


Forum

From: Landa, Lori <llanda@jobshq.com>  
 Sent: Friday, January 06, 2012 4:25 PM  
 To: Pauline Holmlund  
 Subject: ad confirmations

Hi Pauline,

How are you? Sorry for the delay – it has been a crazy afternoon (smile)! Check these over to be sure all is okay. I hope they are (smile) – we have passed the deadline but I did get them in. Thanks Pauline – you have a great weekend! Both ads will run JobsHQ with the Sun., print ad in the Forum of F/M for Sun., 1/8.

\$395.18 – Under General Employment




**Master Control Operator**

Prairie Public Broadcasting seeks a FT operator for the Fargo studio. Applicant must be familiar with master control operations, TV specifications and PC computers. Includes nights, weekends, & some holidays. Position requires high school diploma & 2 years related experience or equivalent combination of education/experience. This is a FT benefited position. Submit completed employment application (available at PPB reception or on line at [www.prairiepublic.org](http://www.prairiepublic.org)), cover letter, resume, & 3 professional references by January 30, 2012 to: Prairie Public Broadcasting, HR 207 North 5th St, PO Box 3240, Fargo, ND 58108-3240.

*EEO/Affirmative Action Employer*

Office Help – also \$395.18



**Administrative  
Assistant**

Prairie Public Broadcasting is seeking a FT administrative assistant to the President/CEO of Prairie Public Broadcasting. Duties include preparing correspondence, maintaining meeting & work schedules, make all necessary arrangements for Board/Committee meetings, & some travel is required. Requires excellent problem solving, organizational skills, must be detailed, & have PC computer experience. Degree preferred or equivalent work experience. If interested, submit resume, & three professional references by January 16, 2012 to: Prairie Public Broadcasting, HR, 207 North 6th Street, PO Box 3240, Fargo, ND 58108-3240.

*EEO/Affirmative  
Action Employer*



**Lori Landa**

Employment Sales Specialist – online & print

## North Dakota Job Order Print Document

Job Order: 265104

Print Date: 3/19/2013 9:10:06 AM

Office: Fargo Job Service

LWIA/Region: CSA 3

## Employer Information:

Employer Name: Prairie Public Broadcasting

How to Apply: By Mail

Company Website: NA

Application Comments: To be considered, please submit a resume, cover letter, and 3 references to: Human Resources, Prairie Public Broadcasting, 207 N 5th St, PO Box 3240, Fargo, ND 58108-3240. Prairie Public Broadcasting is an Equal Opportunity/Affirmative Action Employer. www.prairiepublic.org JO # 104109

## Location:

Main Address:

Mailing Address:

Main Location

PO Box 3240

207 5TH ST N

PO BOX 3240

FARGO, ND 58108

FARGO, ND 58108

## Contact:

Contact: Pauline Holmlund

Title: HR/Payroll Manager

Phone: (701) 241-6900 x522 Fax: (701) 239-7650

Email:

## Job Details:

Occupational Code: 43601100 Executive Secretaries and Executive Administrative Assistants

Job Title: Administrative Assistant

Industry Code: 515120 - This industry comprises establishments primarily engaged in broadcasting images together with sound. These establishments operate television broadcasting studios and facilities for the programming and transmission of programs to the public. These establishments also produce or transmit visual programming to affiliated broadcast television stations, which in turn broadcast the programs to the public on a predetermined schedule. Programming may originate in their own studio, from an affiliated network, or from external sources.

Number of Positions: 1

Referrals: 50

Earliest Date to Display: 1/14/2012

Last Date Job Order Will Display: 1/17/2012

Type of Job: Regular

Job Time Type: Full Time (30 Hours or More)

Duration: Over 150 Days

Special Job Category:

## Job Duties and Skills:

Description:

Prairie Public Broadcasting is seeking an individual to work full time as administrative assistant to the President/CEO of Prairie Public Broadcasting. Duties include preparing correspondence, maintaining meeting and work schedules and make all necessary arrangements for Board and committee meetings. Other board related functions, including some travel. Requires excellent problem solving and organizational skills, attention to detail is crucial, along with a strong knowledge of computers and office equipment. Must be able to work independently as well as part of a team. Degree preferred or equivalent work experience.

Special Software/Hardware Skills Needed: No

Special Skills:

## Job Requirements:

Minimum Age:

Required Tests: NA

Test Done By: No test required

Hiring Requirements:

Hiring Requirements Other:

Education Level:

Months of Experience: 0

Requires a Drivers License: No

Near Public Transportation: No

Drivers License Certification:

Drivers License Endorsements: NA

## Compensation and Hours:

Minimum Salary: 0.00 Other

Maximum Salary:

Pay Comments:

Supplemental Compensation: No

Hours per Week: NA

Actual Hours: 40

Shift:

Benefits: Medical, Dental, Vacation, Holidays, 401K, Flexible Benefit Account

Other Benefits: No Benefits Listed

Job Order Information to be Displayed Online:

Job Order Information Online: Job details, employer name and contact information will be displayed online.

Other Information:

Green Job: No

Subsidized by ARRA (Stimulus): No

Featured Job: No

In an Enterprise Zone: No

Federal Contractor: Yes

Court Ordered Affirmative Action: No

Staff Information:

Category: Regular (Non Domestic)

Job Developer Mandatory Listing: NA

Status: Expired

Employer Status: Expired

Reason: DTS - Expired

Future Release From Hold:

Job Order Followup: 2/2/2012

.k\

- Dashboard
- Posts
- Home Flash
- Instructional Resources
- KFJM Flash
- KFJM Features
- KFJM Calendar
- Events Flash
- Events Features
- Events Calendar
- Support Flash
- Support Features
- Edu Sidebar
- Edu Features
- Edu Flash
- Home Features
- Local TV Productions
- TV Flash
- TV Features
- Pressroom News
- Radio Flash
- Radio Features
- Hear it Now
- Dakota Datebook
- Plains Folk

WordPress 3.5.1 is available! Please notify the site administrator.

## Revision for "Jobs/Opportunities" created on 11 January, 2012 @ 10:52

Title	Jobs/Opportunities
Content	<p>&lt;h2&gt;CAREER OPPORTUNITIES AT PRAIRIE PUBLIC&lt;/h2&gt;  Prairie Public Broadcasting Human Resources PO Box 3240 Fargo, ND 58108-3240 An online version of Prairie Public's &lt;a href="http://www.prairiepublic.org/wp-content/uploads/application-for-employment2.pdf"&gt;application for employment&lt;/a&gt; is available to download and print.</p>

<strong> <strong>Administrative Assistant</strong> </strong>

# 1

Prairie Public Broadcasting is seeking an individual to work full time as administrative assistant to the President/CEO of Prairie Public Broadcasting. Duties include preparing correspondence, maintaining meeting and work schedules and make all necessary arrangements for Board and committee meetings. Other board related functions, including some travel. Requires excellent problem solving and organizational skills, attention to detail is crucial, along with a strong knowledge of computers and office equipment. Must be able to work independently as well as part of a team. Degree preferred or equivalent work experience. To be considered, please submit resume, cover letter, and three

Thank you for creating with WordPress.

Version 3.4.2



**Support Sidebar** **Slides****Media****Links****Pages****All Pages**

Add New

pageMash

**Comments** **Products****Appearance****Plugins** 7**Profile****Tools**

Collapse menu

references.

**Program/Traffic Associate (Part Time)**

Prairie Public Broadcasting is looking for an energetic individual to work 10 to 20 hours per week, in the TV department. This individual will perform support and creative tasks related to broadcast logging, broadcast operations, program tracking and reporting.

Applicants must be capable of working with program/traffic software to act as back-up in preparation of daily program logs, interstitial and promo breaks and program schedule grids. Will enter program titles, airdates and pertinent information on analog and HD programs into Program Rights Database. Will prepare and file quarterly ascertainment report. Daily entries of program information updates. Must have good oral and written communication skills. Should be able to interact effectively with staff, viewers, and outside contacts. Need to be highly organized, attention to detail, able to work under pressure, meet deadlines, proofread own work and the work of others, and with little direct supervision. Knowledgeable of PC and Macintosh computer platform preferred. High School graduate with some college and or business college, 2-3 years of business office experience necessary, with preference to someone with experience in broadcast traffic or operations. To be considered, please submit completed employment application (available at PPB reception or online @ [www.prairiepublic.org](http://www.prairiepublic.org)), cover letter, resume, and three references.

**Internships** Prairie Public Broadcasting has unpaid and paid internship positions available throughout the organization. If you are interested in a hands-on learning experience in a fast-paced, exciting environment, send your resume by email to [info@prairiepublic.org](mailto:info@prairiepublic.org), or fax it to 701-239-7650.

• **Production Assistant, Television** - work with an experienced producer on projects in the production pipeline including both documentaries and live interview programs.

# 3

• **Network Assistant, Engineering** - join the Management Information Services team, which maintains the corporate Macintosh network for 70+ users.

• **Web Assistant, prairiepublic.org** - work with radio and television producers to create companion Web sites for on-air productions.

• **Education Services Outreach**

This is your opportunity to work on meaningful community projects within an active broadcasting office! Work with Prairie Public's Education Services within the television department in the downtown Fargo office. This department provides educational Web, print, and video resources and professional development for preK-12+ educators and early childhood caregivers. Duties include promotion of valuable resources and services to educators and the community; assisting with organizing community engagement projects for pre-school and/or K-12

organizations; updating and developing content for several online multimedia websites; as well as performing routine office tasks which may include updating databases and print materials; digitizing video; writing website description; and other maintenance activities.

Work approximately fifteen flexible hours per week between the hours of 8 and 5. This unpaid internship provides insight into office operations as well as the education, production and broadcasting professions and will provide valuable work experience and professional contacts while helping to improve communication skills. We ask that our intern candidates possess good people skills, be able to work with minimal supervision, and be dependable.

This is a positive office atmosphere with staff that really appreciates interns! Check out our [Web site](http://www.prairiepublic.org/education) or contact Bev Pearson at [bpearson@prairiepublic.org](mailto:bpearson@prairiepublic.org) or 701-239-7575.

**Ready To Learn  
Education Services at Prairie  
Public**

This is your opportunity to work on meaningful community projects within an active broadcasting office! Work with Prairie Public's Education Services within the television department in the downtown Fargo office. This department provides educational Web, print, and video resources and professional development for preK-12+ educators and early childhood caregivers.

Duties include assisting with organizing and supporting of preK-3 literacy event grantees; promotion of valuable PBS Kids and other resources and services to educators and the community; developing partnerships with teachers, the community, and education organizations; as well as performing routine office tasks which may include updating the Web, databases, and print materials; writing newsletter/website description; assisting in development of exciting new regional preschool fitness and literacy project; and other maintenance activities.

Work approximately fifteen flexible hours per week between the hours of 8 and 5. This unpaid internship provides insight into office operations as well as the education, production and broadcasting professions and will provide valuable work experience and professional contacts while helping to improve communication skills. We ask that our intern candidates possess good people skills, be able to work with minimal supervision, and be dependable.

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**• Individually Designed Internship - Radio** Some interns work with us to design a set of activities that match the intern's interests and skills with our needs. An internship like this may combine elements of writing, audio production, web

work, radio operations, music programming, program distribution, and so on. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org)

• **Radio News Internships**  
— **Bismarck** (2 concurrent internships available) This is a 1 semester, unpaid news internship in Bismarck. The intern will work under the direction of the News Director and in association with other news staff. The intern will be given a "real world" experience in news, so that by the end of the internship, the person will be able to report and write news stories, as well as operate the control board, newsroom software, and possibly anchor newscasts. Prairie Public covers statewide news, including state government. Hours per week are flexible, depending on the number of credits taken. Up to full time is possible. The people will be selected through an interview process, and candidates must submit a cover letter, resume and recording. Students should have some background or course work in journalism. The intern will be assigned duties by the News Director, and those duties may include coverage of scheduled events, telephone interviews, on-site interviews, writing and rewriting news copy, and production of voicings and wraps. Some work may be for television and the Internet as well as radio. We will assist the intern in preparing audition recordings based on their work. We will reimburse expenses. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org).

**Radio News Internship — Fargo or Grand Forks** This is a 1 semester, unpaid news internship in Fargo or Grand Forks. The intern will be directly supervised by our Red River Valley reporters, under the overall direction of the News Director. The intern will be given a "real world" experience in news, so that by the end of the internship, the person will be able to report and write news stories, as well as operate the control board, use newsroom software and possibly anchor newscasts. Prairie Public covers statewide news, and this position focuses on stories originating in eastern North Dakota. Work is based at the studios in downtown Fargo or on the UND campus in Grand Forks. Hours per week are flexible, depending on the number of credits taken. Up to full time is possible. The people will be selected through an interview process, and candidates must submit a cover letter, resume and recording. Students should have some background or course work in journalism. The intern will be assigned duties by the News Director, and those duties may include coverage of scheduled events, telephone interviews, on-site interviews, writing and rewriting news copy, and production of voicers and wraps. Some work may be for television and the internet as well as radio. We will assist the intern in preparing an audition recording based on their work. We will reimburse expenses. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org).

**Community Affairs Internship, Radio — Fargo** This is a one semester, unpaid internship to produce a broadcast and web program on a particular

topic. The student will work with the Director of Radio to choose a subject, and determine the production activities necessary. The conclusion of the internship will be the production of programming for radio broadcast and Internet presentation. The end result might be, for example, a half hour program, or a series of shorter pieces. The student may suggest a topic, or accept one provided by Prairie Public. The subject could be a social or political issue, music or other arts activity, or almost anything else. The main criterion is that the resulting programming be interesting to public radio listeners. Production activities could include field recording, field interviews, in-studio interviews, and will certainly include writing and audio editing. The intern will have the chance to become familiar with the production process, including equipment and appropriate software. The production may be broadcast and presented on Prairie Public's website. The hours are flexible, depending on the number of credits taken. The intern will work under the supervision of the Director of Radio. Students should have an interest in radio and journalism, and some experience with audio equipment and writing will be helpful. Please apply with a cover letter and resume. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org).

Excerpt

### Revisions

[Compare Revisions](#)

Old	New	Date Created	Author	Actions
<input type="radio"/>	<input checked="" type="radio"/>	28 September, 2012 @	admin	

Old	New	Date Created	Author	Actions
		14:16 [Current Revision]		
<input type="radio"/>	<input type="radio"/>	25 March, 2013 @ 9:44 [Autosave]	editor	Restore
<input type="radio"/>	<input type="radio"/>	16 August, 2012 @ 14:04	editor	Restore
<input type="radio"/>	<input type="radio"/>	17 July, 2012 @ 9:25	editor	Restore
<input type="radio"/>	<input type="radio"/>	17 July, 2012 @ 9:24	editor	Restore
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<input type="radio"/>		26 November, 2008 @ 12:49	editor	Restore
<input type="radio"/>		26 November, 2008 @ 12:49	admin	Restore

# 7

**Pauline Holmlund**

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**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Friday, January 06, 2012 2:40 PM  
**To:** TV Jobs-Notification; Production Hub Job Notification  
**Subject:** Job Postings  
**Attachments:** Internal Posting-FT Master Control January 2012.doc; 2012 Internal Ad-Adm Asst.doc; Internal Posting-FT Master Control January 2012.doc; 2012 Internal Ad-Adm Asst.doc

Please post the following full-time positions:

Master Control -- Open until 1-30-12

Adm Asst - Open until 1-16-12

Thank you.

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Tuesday, January 03, 2012 1:34 PM  
**To:** Everyone  
**Subject:** Internal Job Posting - Fargo  
**Attachments:** 2012 Internal Ad-Adm Asst.doc; 2012 Internal Ad-Adm Asst.doc

INTERNAL JOB POSTING

FARGO LOCATION

1-03-12



**Administrative Assistant**

Prairie Public Broadcasting is seeking an individual to work full time as administrative assistant to the President/CEO of Prairie Public Broadcasting. Duties include preparing correspondence, maintaining meeting and work schedules and make all necessary arrangements for Board and committee meetings. Other board related functions, including some travel. Requires excellent problem solving and organizational skills, attention to detail is crucial, along with a strong knowledge of computers and office equipment. Must be able to work independently as well as part of a team. Degree preferred or equivalent work experience.

To be considered, please submit resume, cover letter, and three references to:

Prairie Public Broadcasting  
Human Resources  
207 North 5<sup>th</sup> Street  
PO Box 3240  
Fargo, ND 58108-3240.

*EEO/Affirmative Action Employer*

[www.prairiepublic.org](http://www.prairiepublic.org)

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7660

**2011-12 Position # 2**  
**Master Control Operator**

2011-2012

Forum

#2


Pauline Holmlund

From: Landa, Lori <llanda@jobshq.com>  
 Sent: Friday, January 06, 2012 4:25 PM  
 To: Pauline Holmlund  
 Subject: ad confirmations

Hi Pauline,

How are you? Sorry for the delay – it has been a crazy afternoon (smile)! Check these over to be sure all is okay. I hope they are (smile) – we have passed the deadline but I did get them in. Thanks Pauline – you have a great weekend! Both ads will run JobsHQ with the Sun., print ad in the Forum of F/M for Sun., 1/8.

\$395.18 – Under General Employment



**Master Control Operator**

Prairie Public Broadcasting seeks a FT operator for the Fargo studio. Applicant must be familiar with master control operations, TV specifications and PC computers. Includes nights, weekends, & some holidays. Position requires high school diploma & 2 years related experience or equivalent combination of education/experience. This is a FT benefited position. Submit completed employment application (available at PPB reception or on line at [www.prairiepublic.org](http://www.prairiepublic.org)), cover letter, resume, & 3 professional references by January 30, 2012 to: Prairie Public Broadcasting, HR 207 North 5th St, PO Box 3240, Fargo, ND 58108-3240.

*EEO/Affirmative Action Employer*

Office Help – also \$395.18



**Administrative Assistant**

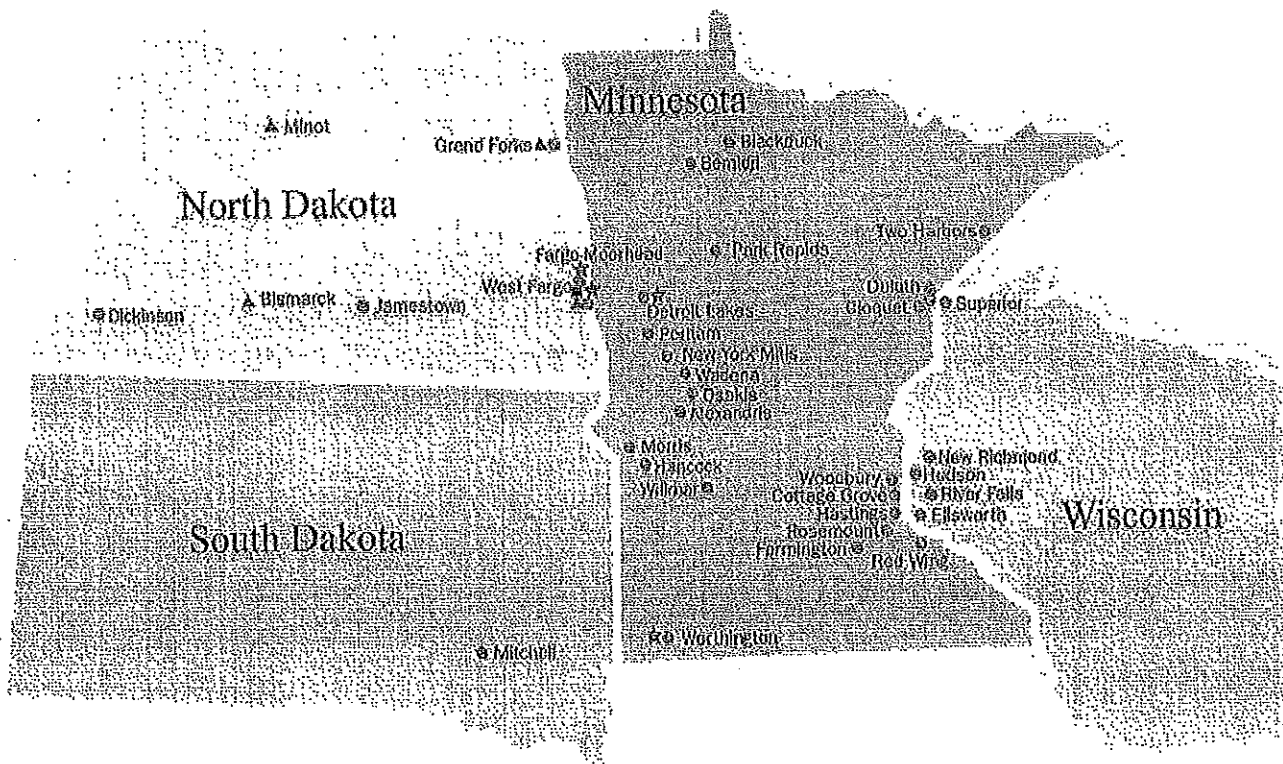
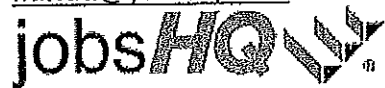
Prairie Public Broadcasting is seeking a FT administrative assistant to the President/CEO of Prairie Public Broadcasting. Duties include preparing correspondence, maintaining meeting & work schedules, make all necessary arrangements for Board/Committee meetings, & some travel is required. Requires excellent problem solving, organizational skills, must be detailed, & have PC computer experience. Degree preferred or equivalent work experience. If interested, submit resume, & three professional references by January 16, 2012 to: Prairie Public Broadcasting, HR, 207 North 5th Street, PO Box 3240, Fargo, ND 58108-3240.

*EEO/Affirmative Action Employer*



**Lori Landa**  
Employment Sales Specialist – online & print

Forum Communications Company  
701.780.1165  
Fax 701.780.1157  
888-514-HIRE (4473)  
[llanda@jobshq.com](mailto:llanda@jobshq.com)





2011-2012 JOB SERV #2

### North Dakota Job Order Print Document

Job Order: 265506  
Office: Fargo Job Service

Print Date: 3/19/2013 9:22:28 AM  
LWIA/Region: CSA 3

**Employer Information:**

Employer Name: Prairie Public Broadcasting

How to Apply: By Mail

Company Website: NA

Application Comments: Submit completed employment application (available at PPB reception or online at www.prairiepublic.org), cover letter, resume, & 3 professional references by January 30, 2012 to:

Prairie Public Broadcasting  
HR  
207 North 5<sup>th</sup> St  
PO Box 3240  
Fargo, ND 58108-3240

**Location:**

Main Address:  
Main Location  
207 5TH ST N  
PO BOX 3240  
FARGO, ND 58108

**Mailing Address:**

PO Box 3240  
FARGO, ND 58108

**Contact:**

Contact: Pauline Holmlund  
Phone: (701) 241-6900 x522 Fax: (701) 239-7650

Title: HR/Payroll Manager  
Email:

**Job Details:**

Occupational Code: 27401200 Broadcast Technicians

Job Title: Master Control Operator (MCO)

Industry Code: 515120 - This industry comprises establishments primarily engaged in broadcasting images together with sound. These establishments operate television broadcasting studios and facilities for the programming and transmission of programs to the public. These establishments also produce or transmit visual programming to affiliated broadcast television stations, which in turn broadcast the programs to the public on a predetermined schedule. Programming may originate in their own studio, from an affiliated network, or from external sources.

Number of Positions: 1  
Earliest Date to Display: 1/6/2012

Referrals: 999  
Last Date Job Order Will Display: 1/30/2012

Type of Job: Regular  
Duration: Over 150 Days

Job Time Type: Full Time (30 Hours or More)  
Special Job Category:

**Job Duties and Skills:**

**Description:**

Prairie Public Broadcasting seeks a FT operator for the Fargo studio. Applicant must be familiar with master control operations, TV specifications and PC computers. Includes nights, weekends, & some holidays. Position requires high school diploma & 2 years related experience or equivalent combination of education/experience. This is a FT benefited position.

**EEO/Affirmative Action Employer**

Special Software/Hardware Skills Needed: No

Special Skills:

**Job Requirements:**

Minimum Age:

Test Done By: NA

Required Tests: NA

Hiring Requirements:

Hiring Requirements Other:

Education Level:

2

Months of Experience: 0

Requires a Drivers License:

Near Public Transportation: No

Drivers License Certification:

Drivers License Endorsements:

**Compensation and Hours:**

Minimum Salary: 0.00 Other

Maximum Salary: 0.00 Other

Pay Comments:

Supplemental Compensation: No

Hours per Week: NA

Actual Hours: 40

Shift:

Benefits: Medical, Dental, Vacation, Holidays, 401K, Flexible Benefit Account

Other Benefits: No Benefits Listed

**Job Order Information to be Displayed Online:**

Job Order Information Online: Job details, employer name and contact information will be displayed online.

**Other Information:**

Green Job: No

Subsidized by ARRA (Stimulus): No

Featured Job: No

In an Enterprise Zone: No

Federal Contractor: Yes

Court Ordered Affirmative Action: No

**Staff Information:**

Category: Regular (Non Domestic)

Job Developer Mandatory Listing: NA

Status: Expired

Employer Status: Expired

Reason: DTS - Expired

Future Release From Hold:

Job Order Followup: 2/5/2012

Pauline Holmlund

From: jobs@tvjobs.com  
Sent: Monday, January 09, 2012 3:24 AM  
To: pholmlund@prairiepublic.org  
Subject: TVJobs.com)- Master Control Operator job posted

JOB POSTING NOTIFICATION FROM TVJOBS

The "Master Control Operator" position for Prairie Public Broadcasting was just posted in the Job Bank and is now available on-line ...

Station : Prairie Public Broadcasting  
Position : Master Control Operator  
Category : Production - Master Control Operators Database : Television  
Job ID : TVJ#34176946  
Posted : 1/9/2012  
Expires : 2/9/2012  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

Master Control Operator

Prairie Public Broadcasting seeks a FT operator for the Fargo studio. Applicant must be familiar with master control operations, TV specifications and PC computers. Includes nights, weekends, & some holidays. Position requires high school diploma & 2 years related experience or equivalent combination of education/experience. This is a FT benefited position. Submit completed employment application (available at PPB reception or on line at [www.prairiepublic.org](http://www.prairiepublic.org)), cover letter, resume, & 3 professional references by January 30, 2012 to:

Prairie Public Broadcasting  
HR  
207 North 5th St  
PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 2/9/2012.
5. If for any reason you need the listing removed early, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and reason for removal.

6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway  
Broadcast Employment Services  
TVJobs  
[admin@tvjobs.com](mailto:admin@tvjobs.com)

>>This message has been automatically generated by TVJobs to help you  
>>manage your online jobs.<<

Pauline Holmlund

2011-2012

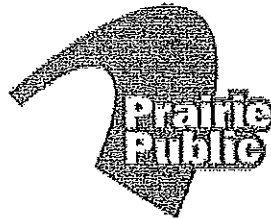
# 2

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Friday, January 06, 2012 2:37 PM  
**To:** Everyone  
**Subject:** Internal Job posting - Fargo Eng  
**Attachments:** Internal Posting-FT Master Control January 2012.doc; Internal Posting-FT Master Control January 2012.doc

## JOB POSTING

Fargo Location

1-06-12



### Master Control Operator

Prairie Public Broadcasting seeks a FT operator for the Fargo studio. Applicant must be familiar with master control operations, TV specifications and PC computers. Includes nights, weekends, & some holidays. Position requires high school diploma & 2 years related experience or equivalent combination of education/experience. This is a FT benefited position. Submit completed employment application (available at PPB reception or on line at [www.prairiepublic.org](http://www.prairiepublic.org)), cover letter, resume, & 3 professional references by January 30, 2012 to:

Prairie Public Broadcasting  
HR  
207 North 5<sup>th</sup> St  
PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900

**Pauline Holmlund**

---

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Please post the following full-time positions.

Master Control – Open until 1-30-12

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Thank you.

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

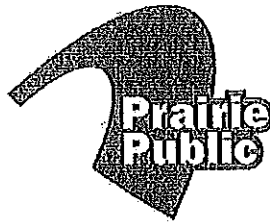
"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

# **JOB POSTING**

**Fargo Location**

**1-06-12**

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## **Master Control Operator**

Prairie Public Broadcasting seeks a FT operator for the Fargo studio. Applicant must be familiar with master control operations, TV specifications and PC computers. Includes nights, weekends, & some holidays. Position requires high school diploma & 2 years related experience or equivalent combination of education/experience. This is a FT benefited position. Submit completed employment application (available at PPB reception or on line at [www.prairiepublic.org](http://www.prairiepublic.org)), cover letter, resume, & 3 professional references by January 30, 2012 to:

Prairie Public Broadcasting  
HR  
207 North 5<sup>th</sup> St  
PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

# 2  
2011-2012

Majl • Main Identity

Revisions • Prairie Public Broadcasting — WordPress

www.prairiepublic.org

WordPress 3.5.1 is available! Please notify the site administrator.

## Revision for "Jobs/Opportunities" created on 11 January, 2012 @ 13:48

Title	Content
Jobs/Opportunities	<p><b>CAREER OPPORTUNITIES AT PRAIRIE PUBLIC</b>            Prairie Public Broadcasting Human Resources PO Box 3250 Fargo, ND 58108-0250 An online version of Prairie Public's is available at <a href="http://www.prairiepublic.org/wp-content/uploads/application-for-employment2.pdf">http://www.prairiepublic.org/wp-content/uploads/application-for-employment2.pdf</a> application for employment is available to download and print.</p> <p><b>Administrative Assistant</b>            Prairie Public Broadcasting is seeking an individual to work full time as administrative assistant to the President/CEO of Prairie Public Broadcasting. Duties include preparing correspondence, maintaining meeting and work schedules and make all necessary arrangements for Board and committee meetings. Other board related functions, including some travel. Requires excellent problem solving and organizational skills—attention to detail is crucial—along with a strong knowledge of computers and office equipment. Must be able to work independently as well as part of a team. Degree preferred or equivalent work experience. To be considered, please submit resume, cover letter, and three references.</p> <p><b>Attorney/Attorney at Law</b>            Prairie Public Broadcasting seeks a full time operator for the Fargo studio. Applicant must be familiar with master control operations, television applications and PC computers. Includes nights, weekends, camp, some holidays. Position requires high school diploma and two years relevant experience or equivalent combination of education/experience. This is a FT benefited position. Submit completed employment application (available at Prairie Public reception or on line at <a href="http://www.prairiepublic.org">www.prairiepublic.org</a>), cover letter, resume, and three professional references by January 30, 2012.</p> <p><b>Program/Traffic Associate (Part Time)</b>            Prairie Public Broadcasting is looking for an energetic individual to work 10 to 20 hours per week in the TV department. This individual will perform support and creative tasks related to broadcast logging, broadcast operations, program tracking and reporting.</p> <p>Applicants must be capable of working with programmatic software to do as back-up in preparation of daily program logs, interstitial and promo breaks and program schedule files. Will enter program titles, air dates and pertinent information on analog and HD programs into Program Rights Database. Will prepare and file quarterly accreditation report. Daily entries of program information updates. Must have good oral and written communication skills. Should be able to interact effectively with staff, viewers, and outside contacts. Need to be highly organized, attention to detail, able to work under pressure, meet deadlines, proffress own work and the work of others, and with little direct supervision. Knowledgeable of PC and Macintosh computer platform preferred. High School graduate with some college and or business college, 2-4 years of business office experience necessary, with preference to candidates with appropriate employment or education. To be considered, submit completed application, cover letter, resume, and three professional references by January 30, 2012.</p>

2 of 9 items displayed, 9 selected

Revision 2012

Dick Kloubes - Fargo 3-26-12.jpg  
COLLECTING MUSIC/CDs



**2011-12 Position # 3  
Production Assistant**

# 3

2011-2012

Pauline Holmlund

---

**From:** Landa, Lori <llanda@jobshq.com>  
**Sent:** Thursday, May 24, 2012 5:32 PM  
**To:** Pauline Holmlund  
**Subject:** ad confirmation/PPB

Hi Pauline,

Here you go – make sure all is okay & let me know if any changes. Thanks for waiting – I appreciate it very much! You have a great “long” weekend!



### Order Confirmation

---

Classification: Professional Employment  
Print publication(s), dates & reach: Forum of F/M – 125,000 people  
Print Investment: \$289.72  
Online Package, dates & reach: JobsHQ.com (150,000 active jobseekers monthly) with additional coverage on the news sites of F/M adding 447,000 people monthly  
Online Investment: \$199  
  
Total Investment: \$488.72



### Videographer

Prairie Public seeks FT Videographer with 5 yrs work experience in field gathering & all aspects of lighting & audio, studio production, & non-linear editing systems. Creativity & tech expertise critical for full length, HD documentaries. Involves national & international travel. Competitive salary with excellent benefit package. Apply by June 8, 2012.

### Production Assistant

Prairie Public seeks an entry level FT Production Asst. Opportunity to work on live & taped HD studio productions, assist with lighting & audio for remotes, & Final Cut non-linear editing platforms. Requires a flexible schedule & travel. Prefer degree in Mass Comm, Video Production or equivalent. Mac experience a plus. Wage plus excellent benefit package. Apply by June 4, 2012.

To apply submit employment application, available at PPB reception or [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, resume tape, & 3 professional references to:

Prairie Public Broadcasting, HR, PO Box 3240, Fargo, ND 58108-3240

After apply date, positions will remain open until filled.  
EEO/Affirmative Action Employer

Online Copy

Videographer

Prairie Public seeks FT Videographer with 5 yrs work experience in field gathering & all aspects of lighting & audio, studio production, & non-linear editing systems. Creativity & tech expertise critical for full length, HD documentaries. Involves national & international travel. Competitive salary with excellent benefit package. Apply by June 8, 2012.

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EEO/Affirmative Action Employer

.....  
*Thank you* for your business. We will contact you in the future to ensure you have found a successful candidate.

*We appreciate the opportunity to help you hire.*  
.....

## Did You Know?

*Jobshq.com has over 150,000 active job seekers searching for employment every month.*

Reach over 1.7 million people when you post your position on the homepage of **34 FCC news sites** across ND, MN, WI and SD.

Online + Print is a **POWERFUL** combination!

Reach a **huge audience** of active job seekers and extend your message to multiple audiences. FCC newspapers are **read by thousands of people every day** and have the most robust employment sections in the nation.

Make your next hire **easy and cost-effective** by contacting your FCC Employment Specialist!



**888-514-HIRE(4473)**

**www.jobshq.com**



**Lori Landa**

Employment Sales Specialist -- online & print

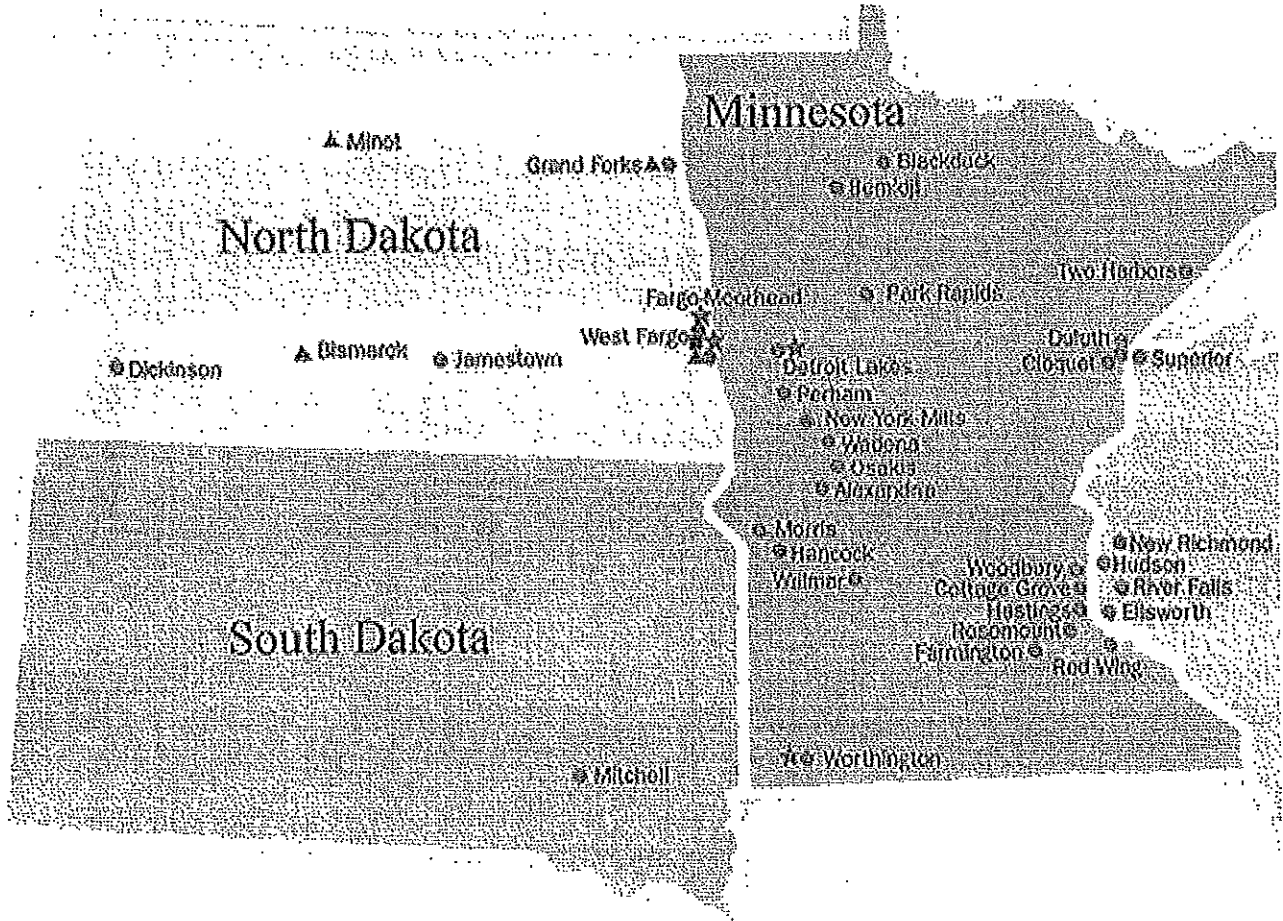
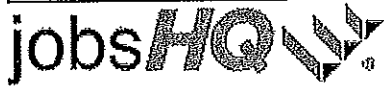
**Forum Communications Company**

701.780.1165

Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)



2011-2012

Job Serv

#3

### North Dakota Job Order Print Document

Job Order: 281043

Print Date: 3/19/2013 9:24:14 AM

Office: Fargo Job Service

LWIA/Region: CSA 3

**Employer Information:**

Employer Name: Prairie Public Broadcasting

How to Apply: By Mail

Company Website: NA

Application Comments: To be considered, please submit completed employment application, available at PPB reception or on-line @ [www.prairiepublic.org/jobs](http://www.prairiepublic.org/jobs), cover letter, resume, three references, and resume tape by June 4, 2012 to: Prairie Public Broadcasting Human Resources 207 North 5th Street PO Box 3240, Fargo, ND 58108-3240

**Location:**

Main Address:

Mailing Address:

Main Location

PO Box 3240

207 5TH ST N

PO BOX 3240

FARGO, ND 58108

FARGO, ND 58108

**Contact:**

Contact: Pauline Holmlund

Title: HR/Payroll Manager

Phone: (701) 241-6900 x622 Fax: (701) 239-7650

Email:

**Job Details:**

Occupational Code: 27403100 Camera Operators, Television, Video, and Motion Picture

Job Title: Production Assistant

Industry Code: 515120 - This industry comprises establishments primarily engaged in broadcasting images together with sound. These establishments operate television broadcasting studios and facilities for the programming and transmission of programs to the public. These establishments also produce or transmit visual programming to affiliated broadcast television stations, which in turn broadcast the programs to the public on a predetermined schedule. Programming may originate in their own studio, from an affiliated network, or from external sources.

Number of Positions: 1

Referrals: 999

Earliest Date to Display: 5/24/2012

Last Date Job Order Will Display: 6/4/2012

Type of Job: Regular

Job Time Type: Full Time (30 Hours or More)

Duration: Over 150 Days

Special Job Category:

**Job Duties and Skills:**

**Description:**

Prairie Public Broadcasting is looking for an energetic individual for an entry level Production Assistant position. This position offers the opportunity to learn and work on live and taped HD studio productions, assist with lighting and audio for remote HD field productions and Final Cut non-linear editing platforms. Requires a flexible schedule and out of town travel. Prefer degree in Mass Communications, Video Production or equivalent experience. Mac computer experience a plus. Position is full-time with an excellent benefit package. To be considered, please submit completed employment application, available at PPB reception or on-line @ [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, three references, and resume tape by June 4, 2012 to:

**EEO/Affirmative Action Employer**

Special Software/Hardware Skills Needed: Yes

Special Skills: Prefer degree in Mass Communications, Video Production or equivalent experience. Mac computer experience a plus

**Job Requirements:**

Minimum Age:

Test Done By: No test required

Required Tests: NA

Hiring Requirements:

Hiring Requirements Other:

Education Level: 1 Year of College or a Technical or Vocational School

Months of Experience: 3

Requires a Drivers License: No

Near Public Transportation: No

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: 9.00 Hour

Maximum Salary: 9.62 Hour

Pay Comments: DOE (Depends on Experience)

Supplemental Compensation: No

Hours per Week: NA

Actual Hours: 40

Shift: Not Applicable

Benefits: Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K, Retirement/Pension, Flexible Benefit Account

Other Benefits: No Benefits Listed

Job Order Information to be Displayed Online:

Job Order Information Online: Job details, employer name and contact information will be displayed online.

Other Information:

Green Job: No

Subsidized by ARRA (Stimulus): No

Featured Job: No

In an Enterprise Zone: No

Federal Contractor: Yes

Court Ordered Affirmative Action: No

Staff Information:

Category: Regular (Non Domestic)

Job Developer Mandatory Listing: NA

Status: Expired

Employer Status: Expired

Reason: DTS - Expired

Future Release From Hold:

Job Order Followup: 6/23/2012

Pauline Holmlund

TV Jobs  
Prod Hub 3 14

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Thursday, May 24, 2012 4:26 PM  
**To:** admin@tvjobs.com; Production Hub Job Notification  
**Subject:** Job Postings - Fargo TV  
**Attachments:** Internal Posting-Prod Asst May2012.doc; Internal Posting-Videographer May12.doc

Please post these job openings. Thank you.

## Production Assistant

Prairie Public Broadcasting seeks an energetic individual for an entry level FT Production Assistant. This position offers the opportunity to learn and work on live and taped HD studio productions, assist with lighting and audio for remote and Final Cut non-linear editing platforms. Requires a flexible schedule and travel. Prefer degree in Mass Communications, Video Production or equivalent experience. Mac experience a plus. Position is full-time with an excellent benefit package. To be considered, please submit employment application, available at PPB reception or [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, resume tape & three references, by **June 4, 2012** to:

Prairie Public Broadcasting  
Human Resources  
207 North 5<sup>th</sup> Street  
PO Box 3240,  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

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## Videographer

Prairie Public Broadcasting seeks a FT Videographer with at least five years professional work experience in field gathering. Position requires advanced knowledge of all aspects of field lighting and audio techniques. Must be familiar with studio productions and non-linear editing systems, specifically Final Cut. Creativity and tech expertise critical for full length, HD documentaries. Requires a flexible schedule with national and international travel. To be considered, please submit completed employment application, available at PPB reception or [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, resume tape & three references by **June 8, 2012** to:

Prairie Public Broadcasting  
Human Resources  
207 North 5<sup>th</sup> Street  
PO Box 3240,  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.



2011-2012

Internal # 3

Pauline Holmlund

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Thursday, May 24, 2012 4:11 PM  
**To:** Everyone  
**Subject:** Job Postings - Fargo TV  
**Attachments:** Internal Posting-Prod Asst May2012.doc; Internal Posting-Videographer May12.doc

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EEO/Affirmative Action Employer

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Prairie Public Broadcasting  
 Human Resources  
 207 North 5<sup>th</sup> Street  
 PO Box 3240,  
 Fargo, ND 58108-3240

EEO/Affirmative Action Employer

*Pauline Holmlund*

Human Resources/Payroll Manager  
 Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
 Telephone: (701) 241-6900  
 Direct Phone: (701) 239-7522

#3

Pauline Holmlund

From: jobs@tvjobs.com  
Sent: Friday, May 25, 2012 12:13 PM  
To: pholmlund@prairiepublic.org  
Subject: TVJobs.com -> Production Assistant job posted

JOB POSTING NOTIFICATION FROM TVJOBS

The "Production Assistant" position for Prairie Public Broadcasting was just posted in the Job Bank and is now available on-line ...

Station : Prairie Public Broadcasting  
Position : Production Assistant  
Category : Production - Production Assistants Database : Television  
Job ID : TVJ#34188679  
Posted : 5/25/2012  
Expires : 6/4/2012  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

Production Assistant

Prairie Public Broadcasting seeks an energetic individual for an entry level FT Production Assistant. This position offers the opportunity to learn and work on live and taped HD studio productions, assist with lighting and audio for remote and Final Cut non-linear editing platforms. Requires a flexible schedule and travel. Prefer degree in Mass Communications, Video Production or equivalent experience. Mac experience a plus. Position is full-time with an excellent benefit package. To be considered, please submit employment application, available at PPB reception or [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, resume tape & three references, by June 4, 2012 to:

Prairie Public Broadcasting  
Human Resources  
207 North 5th Street  
PO Box 3240,  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 6/4/2012.
5. If for any reason you need the listing removed early, e-mail

admin@tvjobs.com, supply reference number and reason for removal.

6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=0528161580682635>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway  
Broadcast Employment Services  
TVJobs  
[admin@tvjobs.com](mailto:admin@tvjobs.com)

>>This message has been automatically generated by TVJobs to help you  
>>manage your online jobs.<<



**2011-12 Position # 4  
Videographer**

2011-2012

# 4

Pauline Holmlund

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**From:** Landa, Lori <llanda@jobshq.com>  
**Sent:** Thursday, May 24, 2012 5:32 PM  
**To:** Pauline Holmlund  
**Subject:** ad confirmation/PPB

Hi Pauline,

Here you go – make sure all is okay & let me know if any changes. Thanks for waiting – I appreciate it very much! You have a great “long” weekend!



## Order Confirmation

---

Classification: Professional Employment  
Print publication(s), dates & reach: Forum of F/M – 125,000 people  
Print investment: \$289.72  
Online Package, dates & reach: JobsHQ.com (150,000 active jobseekers monthly) with additional coverage on the news sites of F/M adding 447,000 people monthly  
Online investment: \$199

Total Investment: \$488.72



### Videographer

Prairie Public seeks FT Videographer with 5 yrs work experience in field gathering & all aspects of lighting & audio, studio production, & non-linear editing systems. Creativity & tech expertise critical for full length, HD documentaries. Involves national & international travel. Competitive salary with excellent benefit package. Apply by June 8, 2012.

X

### Production Assistant

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Prairie Public Broadcasting, HR, PO Box 3240, Fargo, ND 58108-3240

After apply date, positions will remain open until filled.

EEO/Affirmative Action Employer

Online Copy

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Prairie Public seeks FT Videographer with 5 yrs work experience in field gathering & all aspects of lighting & audio, studio production, & non-linear editing systems. Creativity & tech expertise critical for full length, HD documentaries. Involves national & international travel. Competitive salary with excellent benefit package. Apply by June 8, 2012.

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EEO/Affirmative Action Employer

.....  
**Thank you** for your business. We will contact you in the future to ensure you have found a successful candidate.

We appreciate the opportunity to help you hire.  
.....

lx

## Did You Know?

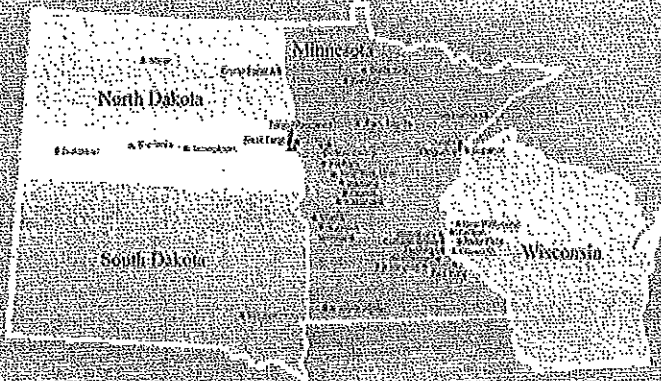
*Jobshq.com has over 1,500,000 active job seekers searching for employment every month.*

Reach over 1.7 million people when you post your position on the homepage of **34 FCC news sites** across ND, MN, WI and SD.

Online + Print is a **POWERFUL** combination!

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Make your next hire **easy and cost-effective** by contacting your FCC Employment Specialist!



**888-514-HIRE(4473)**

**www.jobshq.com**



**Lori Landa**

Employment Sales Specialist – online & print

**Forum Communications Company**

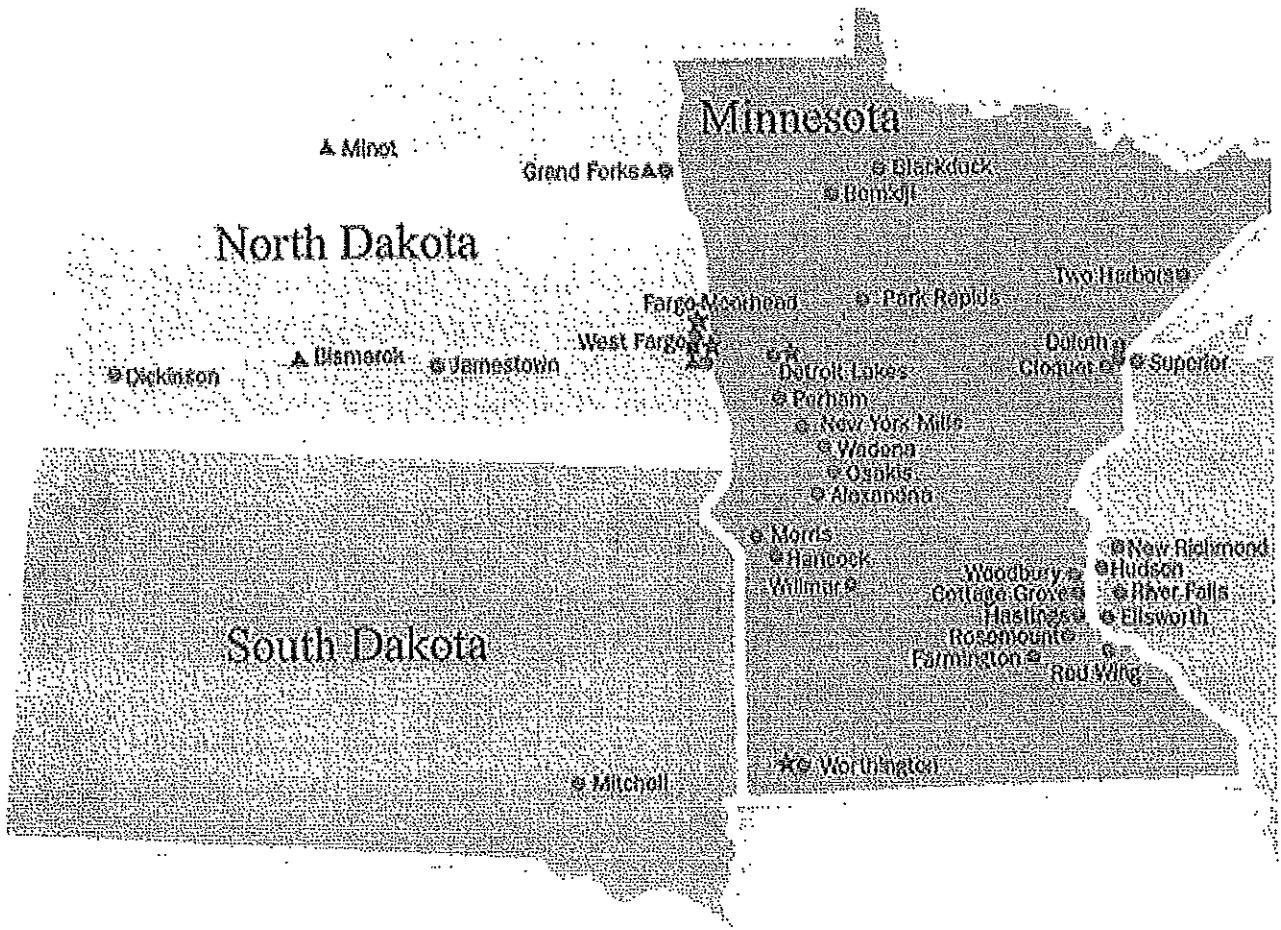
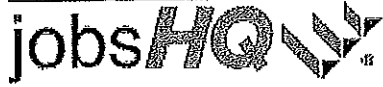
701.780.1165

Fax 701.780.1157



888-514-HIRE (4473)  
llanda@jobshq.com

4



2011-2012

Job Serv

#4

### North Dakota Job Order Print Document

Job Order: 281045  
 Office: Fargo Job Service  
 Employer Information:  
 Employer Name: Prairie Public Broadcasting  
 How to Apply: By Mail  
 Company Website: <http://www.prairiepublic.org>  
 Application Comments:

Print Date: 3/19/2013 9:27:32 AM  
 LWIA/Region: CSA 3

Location:  
 Main Address:  
 Main Location  
 207 5TH ST N  
 PO BOX 3240  
 FARGO, ND 58108

Mailing Address:  
 PO Box 3240  
 FARGO, ND 58108

Contact:  
 Contact: Pauline Holmlund  
 Phone: (701) 241-6900 x522 Fax: (701) 239-7650

Title: HR/Payroll Manager  
 Email:

Job Details:  
 Occupational Code: 27403100 Camera Operators, Television, Video, and Motion Picture

Job Title: Videographer  
 Industry Code: 515120 - This industry comprises establishments primarily engaged in broadcasting images together with sound. These establishments operate television broadcasting studios and facilities for the programming and transmission of programs to the public. These establishments also produce or transmit visual programming to affiliated broadcast television stations, which in turn broadcast the programs to the public on a predetermined schedule. Programming may originate in their own studio, from an affiliated network, or from external sources.

Number of Positions: 1  
 Earliest Date to Display: 5/30/2012  
 Type of Job: Regular  
 Duration: Over 150 Days

Referrals: 999  
 Last Date Job Order Will Display: 6/8/2012  
 Job Time Type: Full Time (30 Hours or More)  
 Special Job Category:

Job Duties and Skills:  
 Description:  
 Videographer

Prairie Public Broadcasting is seeking a Videographer with at least five years of professional work experience in field gathering. This position requires advanced knowledge of all aspects of field lighting and audio techniques. Must be familiar with studio productions and non-linear editing systems, specifically Final Cut. Creativity and technical expertise critical for full length, HD documentaries. HD camera experience a plus. Requires a flexible schedule with national and international travel. To be considered, please submit completed employment application, available at PPB reception or on-line @ [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, three references, and resume tape by June 8, 2012 to:

Prairie Public Broadcasting  
 Human Resources  
 207 North 5th Street  
 PO Box 3240,  
 Fargo, ND 58108-3240

EEO/Affirmative Action Employer

159379

Special Software/Hardware Skills Needed: No  
 Special Skills:  
 Job Requirements:  
 Minimum Age:

4

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **2 Years of College or a Technical or Vocational School**

Months of Experience: **60**

Requires a Drivers License:

Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

**Compensation and Hours:**

Minimum Salary: **0.00 Other**

Maximum Salary: **0.00 Other**

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **NA**

Actual Hours: **40**

Shift: **Not Applicable**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K, Retirement/Pension, Flexible Benefit Account**

Other Benefits: **No Benefits Listed**

**Job Order Information to be Displayed Online:**

Job Order Information Online: **Job details, employer name and contact information will be displayed online.**

**Other Information:**

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **Yes**

Court Ordered Affirmative Action: **No**

**Staff Information:**

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **NA**

Status: **Expired**

Employer Status: **Expired**

Reason: **DTS - Expired**

Future Release From Hold:

Job Order Followup: **6/23/2012**

Pauline Holmlund

2011-2012

# 4

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Thursday, May 24, 2012 4:11 PM  
**To:** Everyone  
**Subject:** Job Postings - Fargo TV  
**Attachments:** Internal Posting-Prod Asst May2012.doc; Internal Posting-Videographer May12.doc

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Human Resources  
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EEO/Affirmative Action Employer

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EEO/Affirmative Action Employer

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522

Pauline Holmlund

3 & 4

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## Videographer

Prairie Public Broadcasting seeks a FT Videographer with at least five years professional work experience in field gathering. Position requires advanced knowledge of all aspects of field lighting and audio techniques. Must be familiar with studio productions and non-linear editing systems, specifically Final Cut. Creativity and tech expertise critical for full length, HD documentaries. Requires a flexible schedule with national and international travel. To be considered, please submit completed employment application, available at PPB reception or [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, resume tape & three references by **June 8, 2012** to:

Prairie Public Broadcasting  
Human Resources  
207 North 5<sup>th</sup> Street  
PO Box 3240,  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.

#4

Pauline Holmlund

From: jobs@tvjobs.com  
Sent: Friday, May 25, 2012 12:14 PM  
To: pholmlund@prairiepublic.org  
Subject: TVJobs.com - Videographer job posted

JOB POSTING NOTIFICATION FROM TVJOBS

The "Videographer" position for Prairie Public Broadcasting was just posted in the Job Bank and is now available on-line ...

Station : Prairie Public Broadcasting  
Position : Videographer  
Category : News - Photojournalist  
Database : Television  
Job ID : TVJ#34188680  
Posted : 5/25/2012  
Expires : 6/8/2012  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

Videographer

Prairie Public Broadcasting seeks a FT Videographer with at least five years professional work experience in field gathering. Position requires advanced knowledge of all aspects of field lighting and audio techniques. Must be familiar with studio productions and non-linear editing systems, specifically Final Cut. Creativity and tech expertise critical for full length, HD documentaries. Requires a flexible schedule with national and international travel. To be considered, please submit completed employment application, available at PPB reception or [www.prairiepublic.org](http://www.prairiepublic.org), cover letter, resume, resume tape & three references by June 8, 2012 to:

Prairie Public Broadcasting  
Human Resources  
207 North 5th Street  
PO Box 3240,  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 6/8/2012.

5. If for any reason you need the listing removed early, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

4

<http://www.tvjobs.com/cgi-bin/JOB?ID=5588761076807638>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway  
Broadcast Employment Services  
TVJobs  
[admin@tvjobs.com](mailto:admin@tvjobs.com)

>>This message has been automatically generated by TVJobs to help you  
>>manage your online jobs.<<

PPB  
web

Dashboard

Posts

Home Flash

Instructional  
Resources

KFJM Flash

KFJM Features

KFJM Calendar

Events Flash

Events Features

Events Calendar

Support Flash

Support Features

Edu Sidebar

Edu Features

Edu Flash

Home Features

Local TV  
Productions

TV Flash

TV Features

Pressroom News

Radio Flash

Radio Features

Hear It Now

Dakota Datebook

Plains Folk

WordPress 3.5.1 is available! Please notify the site administrator.

## Revision for "Jobs/Opportunities" created on 24 May, 2012 @ 15:32

Title

Jobs/Opportunities

Content

<h2>CAREER OPPORTUNITIES AT PRAIRIE PUBLIC</h2>  
Prairie Public Broadcasting Human Resources PO Box 3240 Fargo, ND 58108-3240 An online version of Prairie Public's <a href="http://www.prairiepublic.org/wp-content/uploads/application-for-employment2.pdf">application for employment</a> is available to download and print.

<strong>Videographer</strong> # 4

Prairie Public Broadcasting seeks a full-time videographer with at least five years professional work experience in field gathering. Position requires advanced knowledge of all aspects of field lighting and audio techniques. Must be familiar with studio productions and non-linear editing systems, specifically Final Cut. Creativity and tech expertise critical for full length, HD documentaries. Requires a flexible schedule with national and international travel. To be considered, please submit completed employment application, available at Prairie Public Broadcasting reception or www.prairiepublic.org, cover letter, resume, resume tape and three references by June 8, 2012.

Thank you for creating with WordPress.

Version 3.4.2



**2011-12 Position # 5**  
**Radio Host**

2011-2012

FORUM  
JOB S HQ

# 5

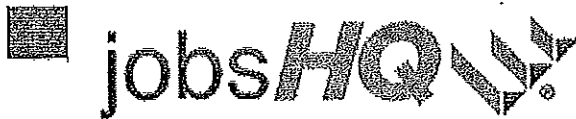
Pauline Holmlund

---

From: Landa, Lori <llanda@jobshq.com>  
Sent: Friday, June 15, 2012 1:21 PM  
To: Pauline Holmlund  
Subject: ad confirmation/Prairie Public

Hi Pauline,

Here is the ad confirmation for your records. I did set up the same as the last time so I think we are safe (smile). Thanks so much – you have a great day!



## Order Confirmation

---

Classification: Professional Employment  
Print publication(s), dates & reach: Forum of Fargo/Moorhead Sun., June 17 – 125,000 people  
Print Investment: \$163.18  
Online Package, dates & reach: JobsHQ.com (150,000 people per 30 days) with additional coverage on the news sites of Fargo/Moorhead adding 447,000 people per 30 days  
Online investment: \$199

Total Investment: \$362.18

5



### Public Radio Talk Show Host

Prairie Public Broadcasting seeks host for a weekday program on radio. Must be able to research, write, plan, & be a lively spontaneous on-air personality. Salary plus benefits. Submit application (available [www.prairiepublic.org/about/job](http://www.prairiepublic.org/about/job) or reception desk) cover letter, resume, & 3 references by July 2, 2012 to: Prairie Public Broadcasting, HR, 207 N 5th St., P. O. Box 3240, Fargo, ND 58108-3240

EEO/Affirmative Action Employer

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*Thank you for your business. We will contact you in the future to ensure you have found a successful candidate.*

*We appreciate the opportunity to help you hire.*

---

5

## Did You Know?

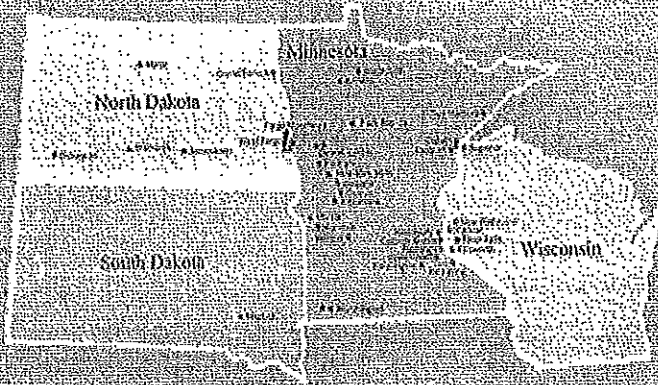
*Jobshq.com has over 150,000 active job seekers searching for employment every month.*

Reach over 1.7 million people when you post your position on the homepage of **34 FCC news sites** across ND, MN, WI and SD.

Online + Print is a **POWERFUL** combination!

Reach a **huge audience** of active job seekers and extend your message to multiple audiences. FCC newspapers are **read by thousands of people every day** and have the most robust employment sections in the nation.

Make your next hire **easy and cost-effective** by contacting your FCC Employment Specialist!



**888-514-HIRE(4473)**

**www.jobshq.com**



**Lori Landa**

Employment Sales Specialist – online & print

**Forum Communications Company**

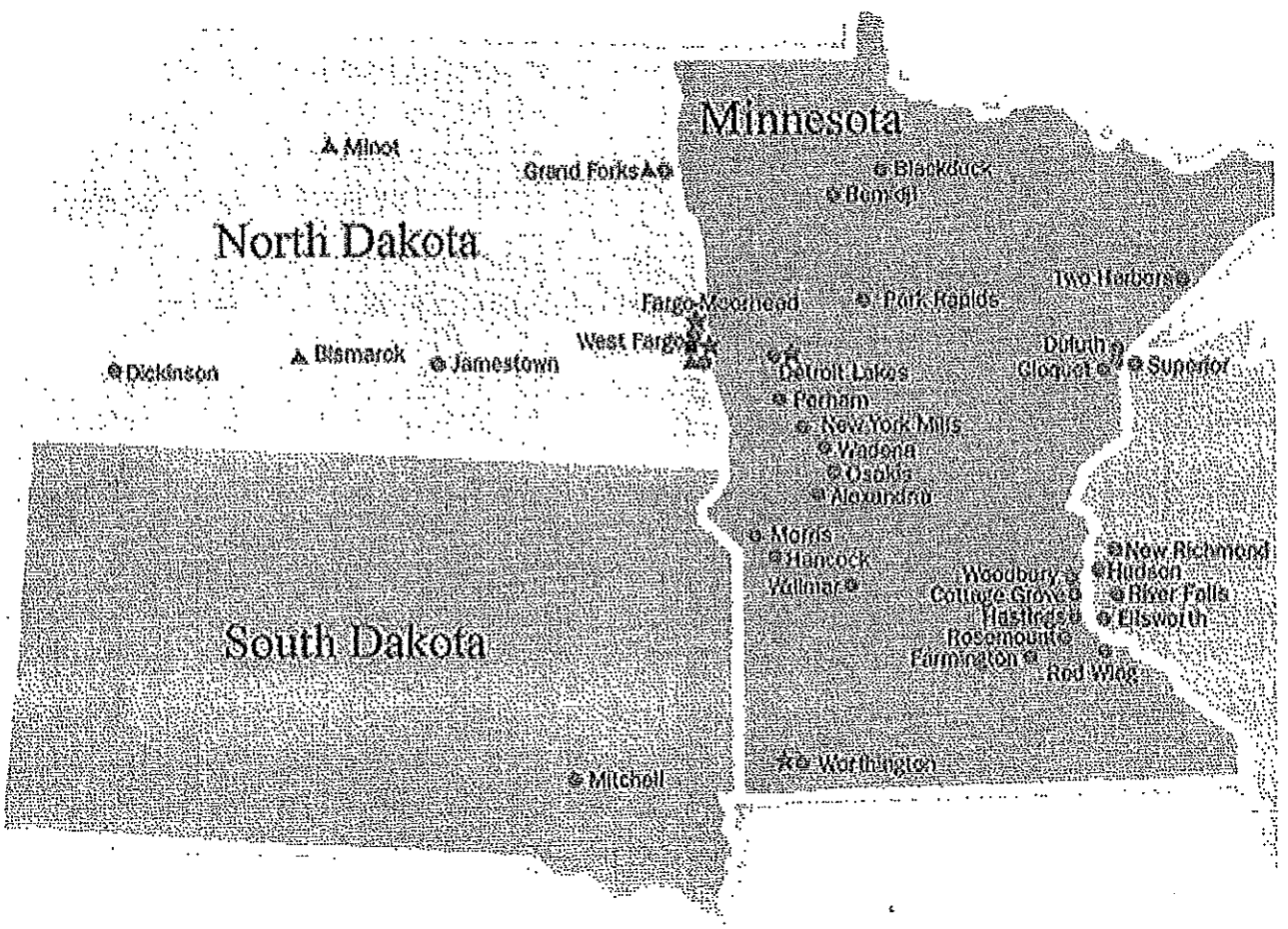
701.780.1165

Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)





### North Dakota Job Order Print Document

Job Order: 283433  
Office: Fargo Job Service

Print Date: 3/19/2013 9:26:00 AM  
LWIA/Region: CSA 3

**Employer Information:**

Employer Name: Prairie Public Broadcasting

How to Apply: By Mail

Company Website: NA

Application Comments:

If interested, submit employment application, available @ [www.prairiepublic.org/jobs](http://www.prairiepublic.org/jobs) or at reception desk, cover letter, resume, & 3 references to: Prairie Public Broadcasting, attn: HR, 207 North 5th Street, PO Box 3240, Fargo, ND 58108

**EEO/Affirmative Action Employer**

**Location:**

Main Address:

Main Location

207 5TH ST N

PO BOX 3240

FARGO, ND 58108

Mailing Address:

PO Box 3240

FARGO, ND 58108

**Contact:**

Contact: Pauline Holmlund

Phone: (701) 241-6900 x522 Fax: (701) 239-7650

Title: HR/Payroll Manager

Email:

**Job Details:**

Occupational Code: 27301100 Radio and Television Announcers

Job Title: RADIO TALK SHOW HOST

Industry Code: 515120 - This industry comprises establishments primarily engaged in broadcasting images together with sound. These establishments operate television broadcasting studios and facilities for the programming and transmission of programs to the public. These establishments also produce or transmit visual programming to affiliated broadcast television stations, which in turn broadcast the programs to the public on a predetermined schedule. Programming may originate in their own studio, from an affiliated network, or from external sources.

Number of Positions: 1

Earliest Date to Display: 6/19/2012

Type of Job: Regular

Duration: Over 150 Days

Job Duties and Skills:

Description:

Prairie Public

Host for Hear It Now

A daily, in-depth interview program providing context and background on the issues people, and culture of our region.

Referrals: 999

Last Date Job Order Will Display: 7/2/2012

Job Time Type: Full Time (30 Hours or More)

Special Job Category:

This full time position is to be a host for a Monday through Friday program, broadcast on radio, podcast, and on-demand on the internet. It includes interviews, call-in, and features. We need someone who can research, write, plan, and still be a lively, spontaneous on-air personality, with a public radio intelligence and credibility. A priority for the show is North Dakota and regional topics (though not exclusively). Our listeners will expect the host to be able to conduct interesting interviews on public issues, culture, the arts, science and politics, among others. We will occasionally do remote broadcasts, which may involve overnight travel. The program is based in Fargo, but Prairie Public is a statewide network and the show must have a statewide appeal. The host will be involved in planning topics, features and directions for the program. Salary depends on experience.

Experience and skills useful for this job includes the following.

- > Bachelor's degree or equivalent combination of education and experience
- > Journalism and broadcast experience.
- > Ability to write for a broadcast audience and to report and converse on a wide range of subjects, including current events and news.
- > A well-developed on-air personality.

5

- > The ability to conduct thoughtful and challenging interviews with people who have diverse and opposing views.
- > The ability to work efficiently under deadline pressure.
- > Digital audio editing and production.
- > Familiarity with social media.

Special Software/Hardware Skills Needed: No

Special Skills:

**Job Requirements:**

Minimum Age:

Test Done By: No test required

Required Tests: NA

Hiring Requirements:

Hiring Requirements Other:

Education Level: Bachelor's Degree

Months of Experience: 12

Requires a Drivers License: No

Near Public Transportation: Yes

Drivers License Certification:

Drivers License Endorsements:

**Compensation and Hours:**

Minimum Salary: 14.00 Hour

Maximum Salary:

Pay Comments: DOE (Depends on Experience)

Supplemental Compensation: No

Hours per Week: Hours are Specific

Actual Hours: 40

Shift: Not Applicable

Benefits: Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K, Retirement/Pension, Extended Sick Leave, Flexible Benefit Account

Other Benefits: No Benefits Listed

**Job Order Information to be Displayed Online:**

Job Order Information Online: Job details, employer name and contact information will be displayed online.

**Other Information:**

Green Job: No

Subsidized by ARRA (Stimulus): No

Featured Job: No

In an Enterprise Zone: No

Federal Contractor: Yes

Court Ordered Affirmative Action: No

**Staff Information:**

Category: Regular (Non Domestic)

Job Developer Mandatory Listing: NA

Status: Expired

Employer Status: Expired

Reason: DTS - Expired

Future Release From Hold:

Job Order Followup: 7/19/2012

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Tuesday, June 19, 2012 1:07 PM  
**To:** Everyone  
**Subject:** Job posting - Fargo Radio  
**Attachments:** Internal-Prod Host June 2012.doc

## JOB POSTING

### FARGO LOCATION

6-15-12

Apply by July 2, 2012

Position will be OPEN UNTIL FILLED



### FT Pubic Radio Talk Show Host

Prairie Public Broadcasting seeks Host for Hear It Now, a daily, in-depth interview program providing context and background on the issues, people, & culture of our region.

This FT position is to be a host for a Monday through Friday program, broadcast on radio, podcast, and on-demand on the internet. It includes interviews, call-in, and features. We need someone who can research, write, plan, and still be a lively, spontaneous on-air personality, with a public radio intelligence and credibility. A priority for the show is North Dakota and regional topics (though not exclusively). Our listeners will expect the host to be able to conduct interesting interviews on public issues, culture, the arts, science and politics, among others. We will occasionally do remote broadcasts, which may involve overnight travel. The program is based in Fargo, but Prairie Public is a statewide network and the show must have a statewide appeal. The host will be involved in planning topics, features and directions for the program. Salary depends on experience.

Experience and skills useful for this job includes the following:

- Bachelor's degree or equivalent combination of education and experience Journalism and broadcast experience.
- Ability to write for a broadcast audience and to report and converse on a wide range of subjects, including current events and news.
- A well-developed on-air personality.
- The ability to conduct thoughtful and challenging interviews with people who have diverse and opposing views.
- The ability to work efficiently under deadline pressure.
- Digital audio editing and production.
- Familiarity with social media.

To be considered, please submit employment application available [www.prairiepublic.org/about/jobs](http://www.prairiepublic.org/about/jobs), cover letter, resume, and three references by July 2, 2012 to:

Prairie Public Broadcasting  
Human Resources  
207 North 5<sup>th</sup> Street, PO Box 3240  
Fargo, ND 58108-3240



EEO/Affirmative Action Employer

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.

[www.prairiepublic.org](http://www.prairiepublic.org)

Telephone: (701) 241-6900

Direct Phone: (701) 239-7522

Fax: (701) 239-7650

\*Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region.\*

Pauline Holmlund

#5

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Tuesday, June 19, 2012 1:09 PM  
**To:** admin@tvjobs.com; Production Hub Job Notification  
**Subject:** Job Posting - Fargo ND - Radio  
**Attachments:** Internal-Prod Host June 2012.doc

Please post the attached job opening. Apply by July 2, 2012.

Thank you.

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7622  
Fax: (701) 239-7650

"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

5

**JOB POSTING**  
**FARGO LOCATION**  
**6-15-12**

Apply by July 2, 2012  
Position will be OPEN UNTIL FILLED

---



**FT Pubic Radio Talk Show Host**

Prairie Public Broadcasting seeks Host for Hear It Now, a daily, in-depth interview program providing context and background on the issues, people, & culture of our region.

This FT position is to be a host for a Monday through Friday program, broadcast on radio, podcast, and on-demand on the internet. It includes interviews, call-in, and features. We need someone who can research, write, plan, and still be a lively, spontaneous on-air personality, with a public radio intelligence and credibility. A priority for the show is North Dakota and regional topics (though not exclusively). Our listeners will expect the host to be able to conduct interesting interviews on public issues, culture, the arts, science and politics, among others. We will occasionally do remote broadcasts, which may involve overnight travel. The program is based in Fargo, but Prairie Public is a statewide network and the show must have a statewide appeal. The host will be involved in planning topics, features and directions for the program. Salary depends on experience.

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- Ability to write for a broadcast audience and to report and converse on a wide range of subjects, including current events and news.
- A well-developed on-air personality.
- The ability to conduct thoughtful and challenging interviews with people who have diverse and opposing views.
- The ability to work efficiently under deadline pressure.
- Digital audio editing and production.
- Familiarity with social media.

To be considered, please submit employment application available [www.prairiepublic.org/about/jobs](http://www.prairiepublic.org/about/jobs), cover letter, resume, and three references to:

Prairie Public Broadcasting  
Human Resources  
207 North 5<sup>th</sup> Street, PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

# 5

Dashboard

Posts

Home Flash

Instructional Resources

KFJM Flash

KFJM Features

KFJM Calendar

Events Flash

Events Features

Events Calendar

Support Flash

Support Features

Edu Sidebar

Edu Features

Edu Flash

Home Features

Local TV Productions

TV Flash

TV Features

Pressroom News

Radio Flash

Radio Features

Hear It Now

Dakota Datebook

Plains Folk

WordPress 3.5.1 is available! Please notify the site administrator.

## Revision for "Jobs/Opportunities" created on 15 June, 2012 @ 12:35

Title	<i>Posted on web early.</i>	Jobs/Opportunities
Content	<p>&lt;h2&gt;CAREER OPPORTUNITIES AT PRAIRIE PUBLIC&lt;/h2&gt;                  Prairie Public Broadcasting Human Resources PO Box 3240 Fargo, ND 58108-3240 An online version of Prairie Public's &lt;a href="http://www.prairiepublic.org/wp-content/uploads/application-for-employment2.pdf"&gt;application for employment&lt;/a&gt; is available to download and print.</p> <p>&lt;strong&gt;"Hear It Now" Radio Host&lt;/strong&gt;</p> <p>This full-time position is to be a host for a Monday through Friday program, broadcast on radio, podcast, and on-demand on the internet. It includes interviews, call-in, and features. We need someone who can research, write, plan, and still be a lively, spontaneous on-air personality, with a public radio intelligence and credibility. Our listeners will expect the host to conduct interesting interviews on public issues, culture, the arts, science and politics, among others. We will occasionally do remote broadcasts, which may involve overnight travel. The program is based in Fargo, but Prairie Public is a statewide network and the show must have a statewide appeal. The host will be involved in planning topics, features and directions</p>	

Thank you for creating with WordPress.

Version 3.4.2

**2011-12 Position # 6**  
**Education Services Associate (RTL)**

2011-2012

Forum

#6

Pauline Holmlund

---

**From:** Landa, Lori <llanda@jobshq.com>  
**Sent:** Thursday, July 12, 2012 4:46 PM  
**To:** Pauline Holmlund  
**Subject:** ad confirmation/Prairie Public

Jobs HQ

Hi Pauline,

Here is the ad confirmation for your records. Thanks so much, Pauline -- I appreciate it very much --you have a great day!



## Order Confirmation

---

Classification: Professional Employment  
Print publication(s), dates & reach: Forum of Fargo/Moorhead Sun., July 15 -  
125,000 people  
Print investment: \$209.80  
Online Package, dates & reach: JobsHQ.com (150,000 active jobseekers  
monthly) with additional coverage on the news sites of Fargo/Moorhead  
adding 447,000 people per month  
Online investment: \$199  
  
Total Investment: \$408.80



### Education Services Associate

Prairie Public has an opening within its Television Department for an Education Services Associate managing the Ready To Learn early childhood education program. This is a full time position. The primary responsibility is to develop, coordinate & promote workshops, training sessions, & events for Ready To Learn & other education services. Bachelor's degree in Elementary, Public Relations or related field, or equivalent experience is preferred. To be considered, please submit completed employment application (available at PPB reception or online at [www.prairiepublic.org/about/jobs](http://www.prairiepublic.org/about/jobs)), cover letter, resume, & 3 references to: Prairie Public Broadcasting, HR, 207 North 5th Street, PO Box 3240, Fargo, ND 58108-3240  
EEO/Affirmative Action Employer

.....  
*Thank you for your business. We will contact you in the future to ensure you have found a successful candidate.*

*We appreciate the opportunity to help you hire.*  
.....

6

## Did You Know?

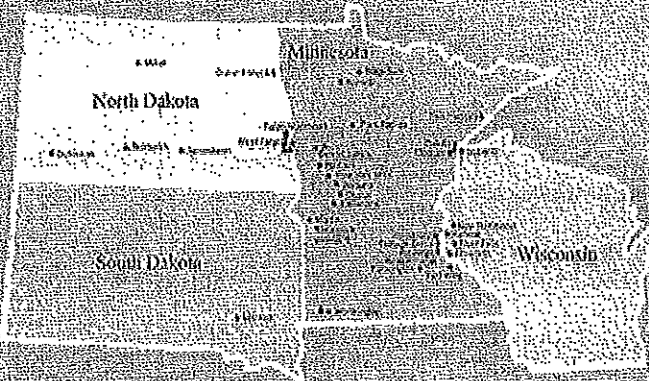
*jobshq.com has over 150,000 active job seekers searching for employment every month.*

Reach over 1.7 million people when you post your position on the homepage of **34 FCC news sites** across ND, MN, WI and SD.

Online + Print is a **POWERFUL** combination!

Reach a **huge audience** of active job seekers and extend your message to multiple audiences. FCC newspapers are **read by thousands of people every day** and have the most robust employment sections in the nation.

Make your next hire **easy and cost-effective** by contacting your FCC Employment Specialist!



**888-514-HIRE(4473)**

**www.jobshq.com**



**Lori Landa**

Employment Sales Specialist -- online & print  
Forum Communications Company

701.780.1165

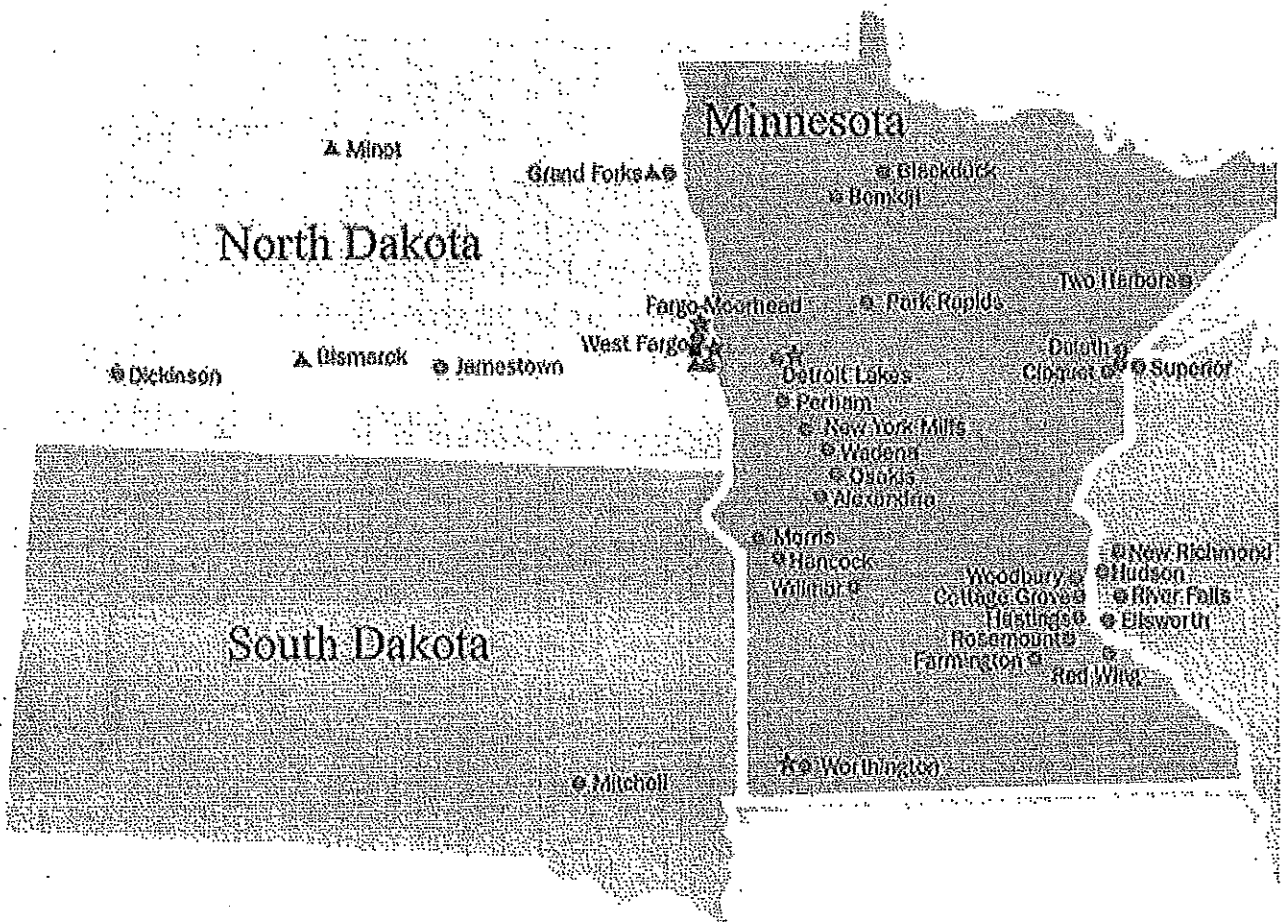
Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)







2011-2012

Job Serv

46

### North Dakota Job Order Print Document

Job Order: 286081

Print Date: 3/19/2013 9:15:43 AM

Office: Fargo Job Service

LWIA/Region: CSA 3

**Employer Information:**

Employer Name: Prairie Public Broadcasting

How to Apply: In Person, By Mail, Via Company Website (Address provided below)

Company Website: <http://www.prairiepublic.org>

**Application Comments:**

To be considered, please submit completed employment application (available at PPB reception or online at [www.prairiepublic.org](http://www.prairiepublic.org)), cover letter, resume, and three references to: Prairie Public Broadcasting Human Resources 207 North 5th Street, PO Box 3240 Fargo, ND 58108-3240

**Location:**

Main Address:

Mailing Address:

Main Location

PO Box 3240

207 5TH ST N

PO BOX 3240

FARGO, ND 58108

FARGO, ND 58108

**Contact:**

Contact: Pauline Holmlund

Title: HR/Payroll Manager

Phone: (701) 241-6900 x522 Fax: (701) 239-7650

Email:

**Job Details:**

Occupational Code: 25909900 Education, Training, and Library Workers, All Other

Job Title: Education Services Associate

Industry Code: 515120 - This industry comprises establishments primarily engaged in broadcasting images together with sound. These establishments operate television broadcasting studios and facilities for the programming and transmission of programs to the public. These establishments also produce or transmit visual programming to affiliated broadcast television stations, which in turn broadcast the programs to the public on a predetermined schedule. Programming may originate in their own studio, from an affiliated network, or from external sources.

Number of Positions: 1

Referrals: 999

Earliest Date to Display: 7/16/2012

Last Date Job Order Will Display: 7/28/2012

Type of Job: Regular

Job Time Type: Full Time (30 Hours or More)

Duration: Over 150 Days

Special Job Category:

**Job Duties and Skills:**

**Description:**

Education Services Associate (RTL)

Prairie Public has an opening within its Television Department for an Education Services Associate managing the Ready To Learn early childhood education program. This is a full time position. The primary responsibility is to develop, coordinate and promote workshops, training sessions, and events for Ready To Learn and other education services. Bachelor's degree in Elementary, Public Relations or related field, or equivalent experience is preferred.

**EEO/Affirmative Action Employer**

Special Software/Hardware Skills Needed: No

**Special Skills:**

Bachelor's degree in Elementary, Public Relations or related field, or equivalent experience is preferred.

**Job Requirements:**

Minimum Age:

Test Done By: No test required

Required Tests: NA

Hiring Requirements:

Hiring Requirements Other:

Education Level: Bachelor's Degree

Months of Experience: 6

LP

Requires a Drivers License: **No**

Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **0.00 Other**

Maximum Salary: **0.00 Other**

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified**

Actual Hours:

Shift: **Not Applicable**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K, Flexible Benefit Account**

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Job details, employer name and contact information will be displayed online.**

Other Information:

Green Job: **Not Specified**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **Yes**

Court Ordered Affirmative Action: **No**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **Mandatory Listing**

Status: **Expired**

Employer Status: **Expired**

Reason: **DTS - Expired**

Future Release From Hold:

Job Order Followup: **8/15/2012**

Pauline Holmlund

---

From: Pauline Holmlund <pholmlund@prairiepublic.org>  
Sent: Tuesday, July 17, 2012 9:03 AM  
To: admin@tvjobs.com; Production Hub Job Notification  
Subject: Job Posting - Fargo ND  
Attachments: Internal Posting RTL 7-2012.doc

Please post job opening.  
Thank you.

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

\*Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region.\*

**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Sent:** Monday, July 16, 2012 3:36 PM  
**To:** Everyone  
**Subject:** Job Posting - Fargo  
**Attachments:** Internal Posting RTL 7-2012.doc



### Education Services Associate (RTL)

Prairie Public has an opening within its Television Department for an Education Services Associate managing the Ready To Learn early childhood education program. This is a full time position. The primary responsibility is to develop, coordinate and promote workshops, training sessions, and events for Ready To Learn and other education services. Bachelor's degree in Elementary, Public Relations or related field, or equivalent experience is preferred. To be considered, please submit completed employment application (available at PPB reception or online at [www.prairiepublic.org/about/jobs](http://www.prairiepublic.org/about/jobs)), cover letter, resume, and three references to:

Prairie Public Broadcasting  
Human Resources  
207 North 5th Street, PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900

Pauline Holmlund

#6

From: jobs@tvjobs.com  
Sent: Friday, July 20, 2012 12:16 AM  
To: pholmlund@prairiepublic.org  
Subject: TVJobs.com - Education Services Associate job posted

JOB POSTING NOTIFICATION FROM TVJOBS

The "Education Services Associate" position for Prairie Public Broadcasting was just posted in the Job Bank and is now available on-line ...

Station : Prairie Public Broadcasting  
Position : Education Services Associate  
Category : Education  
Database : Television  
Job ID : TVJ#34193086  
Posted : 7/20/2012  
Expires : 8/19/2012  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

Education Services Associate

Prairie Public has an opening within its Television Department for an Education Services Associate managing the Ready To Learn early childhood education program. This is a full time position. The primary responsibility is to develop, coordinate and promote workshops, training sessions, and events for Ready To Learn and other education services. Bachelor's degree in Elementary, Public Relations or related field, or equivalent experience is preferred. To be considered, please submit completed employment application (available at PPB reception or online at [www.prairiepublic.org/about/jobs](http://www.prairiepublic.org/about/jobs)), cover letter, resume, and three references to:

Prairie Public Broadcasting  
Human Resources  
207 North 5th Street, PO Box 3240  
Fargo, ND 58108-3240

EEO/Affirmative Action Employer

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 8/19/2012.

5. If for any reason you need the listing removed early, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and reason for removal.

6

6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway  
Broadcast Employment Services  
TVJobs  
[admin@tvjobs.com](mailto:admin@tvjobs.com)

>>This message has been automatically generated by TVJobs to help you  
>>manage your online jobs.<<

2011-2012

Forum

#6 - Resum

Pauline Holmlund

---

**From:** Landa, Lori <llanda@jobshq.com>  
**Sent:** Tuesday, July 31, 2012 10:13 AM  
**To:** Pauline Holmlund  
**Subject:** RE: ad confirmation/Prairie Public

Hi Pauline,

Sounds great – I will get that set & send confirmation right away. Thanks so much, Pauline – you have a great day!



**Lori Landa**

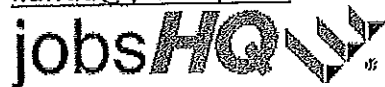
Employment Sales Specialist – online & print  
Forum Communications Company

701.780.1165

Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)



---

**From:** Pauline Holmlund [<mailto:pholmlund@prairiepublic.org>]  
**Sent:** Tuesday, July 31, 2012 9:59 AM  
**To:** Landa, Lori  
**Subject:** RE: ad confirmation/Prairie Public

Good Morning Lori:

Please re-run this ad for this Sunday, August 5, 2012.

Thanks much.



Pauline

6 - re run

**Pauline Holmlund**

Human Resources/Payroll Manager

Prairie Public Broadcasting, Inc.

[www.prairiepublic.org](http://www.prairiepublic.org)

Telephone: (701) 241-6900

Direct Phone: (701) 239-7522

Fax: (701) 239-7650

"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

**From:** Landa, Lori [<mailto:llanda@jobshq.com>]  
**Sent:** Thursday, July 12, 2012 4:46 PM  
**To:** Pauline Holmlund  
**Subject:** ad confirmation/Prairie Public

Hi Pauline,

Here is the ad confirmation for your records. Thanks so much, Pauline – I appreciate it very much –you have a great day!

6-11-11



**Order Confirmation**

Classification: Professional Employment  
Print publication(s), dates & reach: Forum of Fargo/Moorhead Sun., July 15 – 125,000 people  
Print investment: \$209.80  
Online Package, dates & reach: JobsHQ.com (150,000 active jobseekers monthly) with additional coverage on the news sites of Fargo/Moorhead adding 447,000 people per month  
Online investment: \$199  
Total Investment: \$408.80



**Education Services Associate**

Prairie Public has an opening within its Television Department for an Education Services Associate managing the Ready To Learn early childhood education program. This is a full time position. The primary responsibility is to develop, coordinate & promote workshops, training sessions, & events for Ready To Learn & other education services. Bachelor's degree in Elementary, Public Relations or related field, or equivalent experience is preferred. To be considered, please submit completed employment application (available at PPS reception or online at [www.prairiepublic.org/about/jobs](http://www.prairiepublic.org/about/jobs)), cover letter, resume, & 3 references to: Prairie Public Broadcasting, HR, 207 North 5th Street, PO Box 3240, Fargo, ND 58108-3240  
 EEO/Affirmative Action Employer

*Thank you for your business. We will contact you in the future to ensure you have found a successful candidate.*

*We appreciate the opportunity to help you hire.*

## Did You Know?

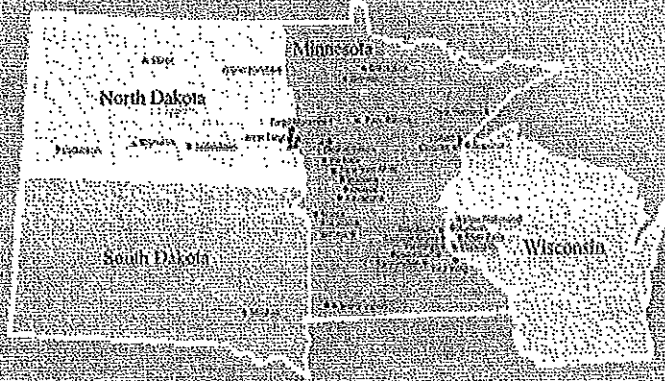
*Jobshq.com has over 150,000 active job seekers searching for employment every month.*

Reach over 1.7 million people when you post your position on the homepage of **34 FCC news sites** across ND, MN, WI and SD.

Online + Print is a **POWERFUL** combination!

Reach a **huge audience** of active job seekers and extend your message to multiple audiences. FCC newspapers are **read by thousands of people every day** and have the most robust employment sections in the nation.

Make your next hire **easy and cost-effective** by contacting your FCC Employment Specialist!



**888-514-HIRE(4473)**

**www.jobshq.com**



**Lori Landa**

Employment Sales Specialist – online & print

**Forum Communications Company**

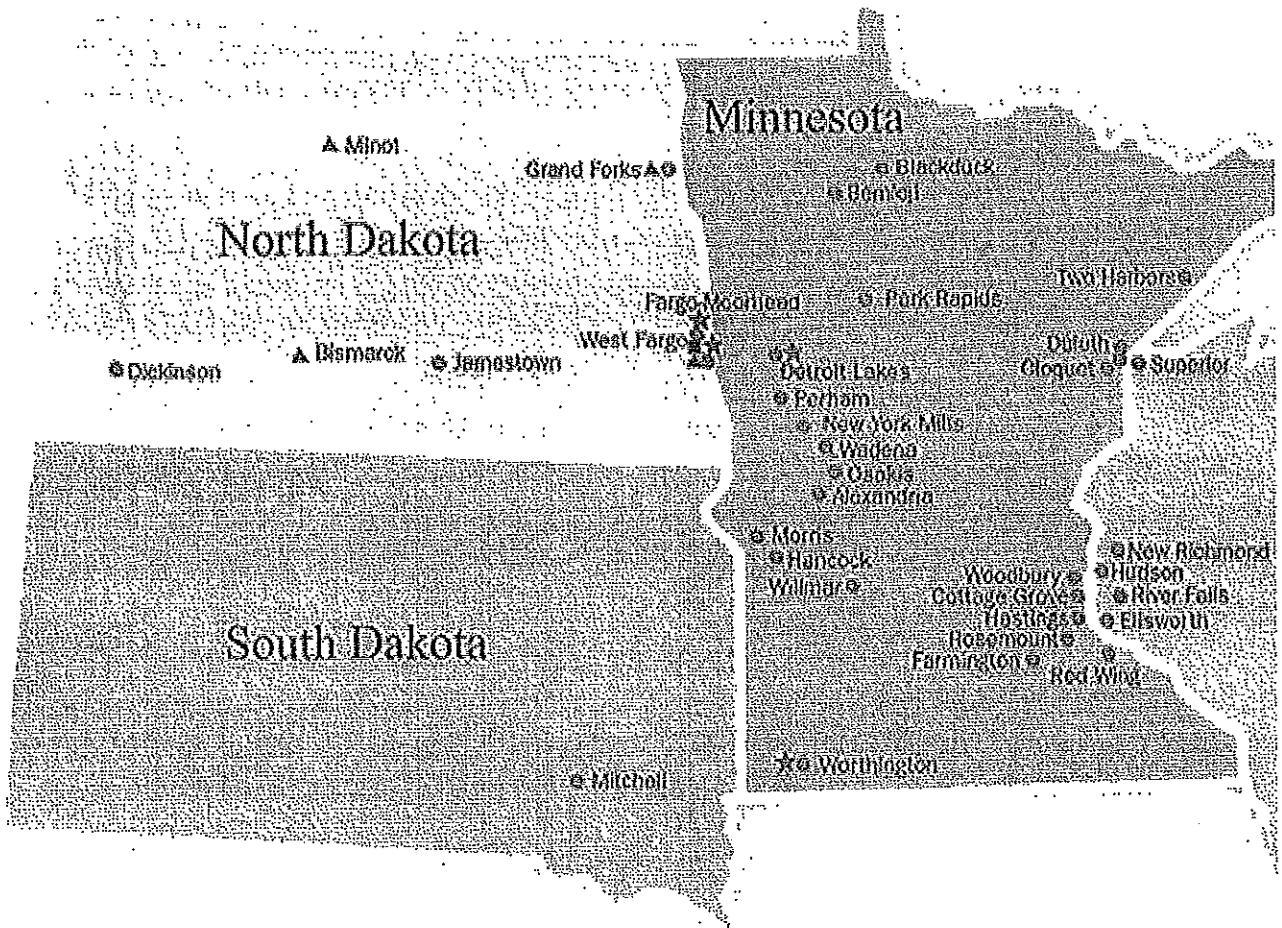
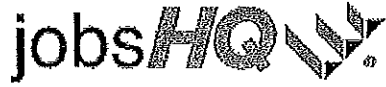
701.780.1165

Fax 701.780.1157

888-514-HIRE (4473)

[llanda@jobshq.com](mailto:llanda@jobshq.com)

*6-re-run*



PPB  
Web

2011-2012

- Dashboard
- Posts
- Home Flash
- Instructional Resources
- KFJM Flash
- KFJM Features
- KFJM Calendar
- Events Flash
- Events Features
- Events Calendar
- Support Flash
- Support Features
- Edu Sidebar
- Edu Features
- Edu Flash
- Home Features
- Local TV Productions
- TV Flash
- TV Features
- Pressroom News
- Radio Flash
- Radio Features
- Hear It Now
- Dakota Datebook
- Plains Folk

WordPress 3.5.1 is available! Please notify the site administrator.

## Revision for “Jobs/Opportunities” created on 17 July, 2012 @ 9:25

Title	Jobs/Opportunities
Content	<p>&lt;h2&gt;CAREER OPPORTUNITIES AT PRAIRIE PUBLIC&lt;/h2&gt;          Prairie Public Broadcasting Human Resources PO Box 3240 Fargo, ND 58108-3240 An online version of Prairie Public's &lt;a href="http://www.prairiepublic.org/wp-content/uploads/application-for-employment2.pdf"&gt;application for employment&lt;/a&gt; is available to download and print.</p>

<strong>Education Services Associate</strong>

# 6

Prairie Public has an opening within its television department for an education services associate managing the Ready To Learn early childhood education program. This is a full time position. The primary responsibility is to develop, coordinate and promote workshops, training sessions, and events for Ready To Learn and other education services. Bachelor's degree in elementary, public relations or related field, or equivalent experience is preferred. To be considered, please submit completed employment application, cover letter, resume, and three references.

<strong>"Hear It Now" Radio Host</strong>

Thank you for creating with WordPress.

Version 3.4.2

**ATTACHMENT 3**

**Documentation for performance of recruitment initiatives**

**Pauline Holmlund**

**From:** Fargo Moorhead Human Resources Association <FMHRA@camp9.org>  
**Sent:** Tuesday, January 25, 2011 10:52 PM  
**To:** pholmlund@prairiepublic.org  
**Subject:** Fargo Moorhead Human Resources Association Payment receipt

Dear Pauline Holmlund

Thank you for your 2011 FMRHA Membership payment.

Jim Larson  
FMHRA Finance Director  
[jim.l.larson@gmail.com](mailto:jim.l.larson@gmail.com)

PAYMENT RECEIPT

Fargo Moorhead Human Resources Association

Date: 25 January 2011  
Amount: \$185.00  
Tender: Check

Payment received from:  
Pauline Holmlund  
[pholmlund@prairiepublic.org](mailto:pholmlund@prairiepublic.org)  
Prairie Public Broadcasting

Payment for:

Date	Document	
18 Jan 2011	Invoice 00875	Settled amount \$185.00
	Membership renewal until 1 Jan 2012	Invoice total \$185.00
		Due \$0.00

Total settled: \$185.00  
Available balance: \$0.00

Invoice #01665

**Balance due: \$190.00**

Please send check to

FMHRA  
Attn: Treasurer  
PO Box 215  
Fargo, ND 58107

Pay online

**Invoice details**

Balance due \$190.00  
Amount \$190.00  
Invoice # 01665  
Date 18 Dec 2012  
Origin Member renewal  
Non-SHRM Membership  
Invoiced to Pauline Holmlund, Prairie Public Broadcasting  
pholmund@prairiepublic.org

Item	Amount
Membership renewal, Level: Non-SHRM Membership. Renewing until 19 Dec 2013	\$190.00
<b>Invoice total</b>	<b>\$190.00</b>

*(Handwritten mark)*

Acct# 11-491-5810-01-000 \$ 190.00  
 Acct# \_\_\_\_\_ \$ \_\_\_\_\_  
 Authorized By \_\_\_\_\_ Approved for Pymt *g/smr*  
 Posted ~~12/18/12~~ Date Pd 12/27/12 # 98307

*2990*

*(Large handwritten signature)*



May 4, 2011

John Gast  
Prairie Public Broadcasting  
207 5th Street, North  
Fargo ND 58102

Dear John:

We are pleased that you will be joining us for the 2011 PBMA Conference at the Loews Vanderbilt Hotel in Nashville May 31 - June 3. The information below confirms your registration details:

05/31/2011	Preparation of the CPB AFR	0.00	
05/31/2011	2011 PBMA Conference Registration	495.00	CC
05/31/2011	Tuesday, May 31 - Welcome Reception	0.00	
06/01/2011	Wednesday, June 1 - Breakfast	0.00	
06/01/2011	Wednesday, June 1 - Luncheon	0.00	
06/02/2011	Thursday, June 2 - Breakfast	0.00	
06/02/2011	Thursday, June 2 - Luncheon	0.00	
06/03/2011	How To Complete an Accurate SABS Report	0.00	

Your payment information is as follows:

Total Cost:	495.00
Paid:	495.00
Amount Due:	0.00

We look forward to seeing you in Nashville. If you have any questions or need to make changes to your registration, please contact me at 803-799-5517 ext. 124.

Sincerely,

*Tinia*

Tinia A. Millhouse  
Director of Conference Services  
NETA

(This is NOT an invoice but a confirmation letter only. An invoice will be mailed if you have an outstanding balance.)

Thompson

**From:** Al Drakes  
**Sent:** Monday, May 02, 2011 4:13 PM  
**To:** John Harris  
**Subject:** National Educational Telecommunications Association Customer Receipt/Purchase Confirmation

**Thank you for your order!**

Original Information

**Merchant:** National Educational Telecommunications Association  
**Description:** 2011 PBMA Conference Registration  
**Invoice Number:** 4\_118\_741374

**Billing Information**

John Harris  
2466 W Country Club Dr.  
Fargo, Nd 58103  
US

[rthompson@prairiepublic.org](mailto:rthompson@prairiepublic.org)

**Shipping Information**

Item	Description	Qty	Taxable	Unit Price	Item Total
#1	Full Conference Registration \$495 - PBMA member	1	N	US \$495.00	US \$495.00

**Total: US \$495.00**

Transaction Information

**Date/Time:** 02-May-2011 02:13:21 PM PT  
**Transaction ID:** 3604212645

## Shopping Confirmation:

## Purchased By:

John Harris

Customer ID: HARRI38201

(Organization: PRAIRIE PUBLIC BROADCASTING)

(701) 241-6900

jharris@prairiepublic.org

Your confirmation number is: 002280 Please keep this number for any references.

Shopping Cart Items	Amount	Quantity	Total
2012 PMBA Annual Conf			
Main Registration - Badge Name: John Harris	\$445.00	1	\$445.00
Fee Type: PBMA Full Registration			
Event			
	Subtotal		\$445.00
	Taxes		\$0.00
	Shipping		\$0.00
	Invoice Total		\$445.00
	Grand Total		\$445.00
	Payment		\$445.00
	Order Balance		\$0.00

## Shipping &amp; Billing Information

## Billing Address:

John Harris

2466 West Country Club Drive

Fargo ND 58103

United States

☎ (701) 241-6900

✉ jharris@prairiepublic.org

## Payment Information

Payment Amount: \$445.00

Payment Method: Credit Card

Card Type: AmericanExpress

Card Number: \*\*\*\*\*1004

Card Expiration Date: 04/2013

Cardholder Name: John Harris

**Pauline Holmlund**

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**From:** Rostberg, Julie A. <jrostber@nd.gov>  
**Sent:** Friday, June 22, 2012 1:12 PM  
**To:** 'Pauline Holmlund'  
**Subject:** RE: June 26 & August 28

Hello there ~  
THANKS for the RSVP for the June and August workshops.  
See you next week.

**Julie Rostberg**  
Business Service Consultant  
Job Service North Dakota  
1350 32nd St South  
Fargo, ND 58103  
701-239-7304  
[jrostber@nd.gov](mailto:jrostber@nd.gov)  
TTY 800-366-6888  
Fax 701-239-7350  
[www.jobsnd.com](http://www.jobsnd.com)

Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, copy, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.

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**From:** Pauline Holmlund [<mailto:pholmlund@prairiepublic.org>]  
**Sent:** Friday, June 22, 2012 11:11 AM  
**To:** Rostberg, Julie A.  
**Subject:** June 26 & August 28

Julie:  
I would like to attend the two workshops on June 26 & August 28.  
I responded to your email, but hit reply, and it must have replied to administrator address instead of yours.  
Sorry.

Hope there is room to attend.

Thanks much.

*Pauline Holmlund*  
Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

Pauline Holmlund

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**From:** Kyle Agre <kagre@livewellworklife.com>  
**Sent:** Tuesday, October 16, 2012 9:59 AM  
**To:** Pauline Holmlund  
**Subject:** Re: Diversity ??

Pauline,

Gail Nelson is available to present on the topic of diversity on November 5th! What I need to know to relay to her is what time do you want her to present and how many people will be attending the meeting?

Thank you and have a great day!

Kyle

*Kyle Agre*  
*Vice President*  
*Live Well Solutions*  
*1100 19th Ave N, #155, Fargo, ND 58102*  
*Phone: 701-429-1242*  
*Fax: 701-235-5003*  
[www.livewellworldlife.com](http://www.livewellworldlife.com)



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**From:** Pauline Holmlund <pholmlund@prairiepublic.org>  
**Date:** Monday, October 15, 2012 3:56 PM  
**To:** Kyle Agre <kagre@livewellworklife.com>  
**Subject:** Diversity ??

Kyle,

Sorry for not getting back to you sooner.

As a Public Broadcaster, we are required to implement a diversity policy along with training. I think I mentioned this to you when we met.

My question to you ... could you/would you be able to do a Diversity training/seminar on November 5<sup>th</sup>?

I belong to FMHRA, and at a recent lunch, they had Kostas Voutsas from Dickinson College speak (I believe he is out of Bismarck).

He was really good, funny, and talked about diversity. He incorporated the different ages of employees ... Traditionalist, baby boomers, Generation Y & Xer's, etc, the different cultures of people, you might be saying hi to someone with your hand, and might also be insulting someone from a different culture.

This needed presentation or training is needed. What can you do for us???

*Pauline Holmlund*

Human Resources/Payroll Manager  
Prairie Public Broadcasting, Inc.  
[www.prairiepublic.org](http://www.prairiepublic.org)  
Telephone: (701) 241-6900  
Direct Phone: (701) 239-7522  
Fax: (701) 239-7650

"Prairie Public Broadcasting provides quality radio, television, and public media services that educate, involve and inspire the people of the prairie region."

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**From:** Kyle Agre [<mailto:kagre@livewellworklife.com>]  
**Sent:** Wednesday, September 19, 2012 5:28 PM  
**To:** [pholmlund@prairiepublic.org](mailto:pholmlund@prairiepublic.org)  
**Subject:** Meeting follow up

Pauline,

Thank you for taking time to visit with me this morning. I appreciated being able to catch up on the EAP and with you.

As we discussed, I have attached our standard topic list for presentations. Let me know if there is anything that is of interest to you. We can then proceed with scheduling someone to attend your meeting on November 5th.

I am putting together some information on the Wellness services that we discussed and will send it to you early next week.

Thank you!

Kyle

*Kyle Agre*  
*Vice President*  
*Live Well Solutions*  
*1100 19th Ave N, #155, Fargo, ND 58102*  
*Phone: 701-429-1242*  
*Fax: 701-235-5003*  
[www.livewellworklife.com](http://www.livewellworklife.com)

# Prairie Public Broadcasting, Inc.

## Diversity Policy and Goals

### Policy

Prairie Public Broadcasting, Inc. (PPB) recognizes diversity as an attribute essential to fulfilling our mission of community service. Through its practices and policies, PPB strives to serve all groups and to value and respect all individuals in our community, regardless of protected status in law, to include:

- ✓ age
- ✓ appearance
- ✓ citizenship or national origin
- ✓ ethnicity
- ✓ geography
- ✓ gender, gender identity or gender expressions
- ✓ language
- ✓ marital or family status
- ✓ race
- ✓ religion, faith, or spirituality
- ✓ sexual orientation
- ✓ socio-economic status
- ✓ veteran status, or
- ✓ visible or invisible disabilities

### Goals

PPB's efforts to embrace the diversity of groups and individuals in the community will include:

- **Workforce** – Increase awareness of diversity in the workplace environment by offering internship and training opportunities to members of groups identified above.
- **Management and Supervision** - Management and supervisory employees will complete training in encouraging and managing workplace diversity.
- **Board, Radio Council, and Community Advisory Board** - The Nominating Committee of the respective PPB Boards will incorporate diversity in selection criteria while evaluating potential Board/Council members. Recruiting efforts will target increased diversity in all areas.
- **Prairie Public Hiring Committees** will attempt to interview at least one qualified diversity candidate for each senior leadership position hire. The term senior leadership position includes: CEO, COO, CFO, Chief Content Officer, General Manager, and other equivalent positions.

### Actions

Progress toward these goals is reported to the Board of Prairie Public Broadcasting at its regular meetings held in January, April, July, and October.

- **Workforce** – on-going progress.  
We have implemented diversity trainings and presentations for management, staff, and our governing Boards. We are often faced with issues of cultural sensitivity and appropriate protocol for travel in foreign countries as we often have projects that take place abroad. Management and supervisory employees have completed training in encouraging and managing workplace diversity. In addition, we continually include diverse groups in our internship opportunities at Prairie Public by working with the Universities within our region and elsewhere. These internship programs are designed to provide meaningful professional level experience in order to reflect the diversity of the communities we serve within the Prairie Region. Prairie Public's commitment to education is immense and we strongly value our dedication to a diverse organization and workforce.

*PPB Board Adopted  
October 25, 2012*

- **Board, Radio Council, and Community Advisory Board** - on-going progress.  
The Nominating Committee of the PPB Board, Radio Council, and Community Advisory Board incorporates diversity in the selection criteria in evaluating potential Board members and presents a slate of candidates reflecting that effort for consideration by the Board at the Fall Meeting.
- **Prairie Public Broadcasting** completes an annual report of our organization's hiring goals, guidelines, employment statistics, and actions undertaken to satisfy this Diversity Policy. This report is posted on our organization's website ([www.prairiepublic.org](http://www.prairiepublic.org)), and it is also available for public inspection upon request at our Fargo, ND business location (207 5<sup>th</sup> Street N).

The PPB Board will annually review the organization's diversity policy and goals, and the organization will report progress on its goals to the public through its website.



# Prairie Public Broadcasting

## Jobs/Opportunities

### CAREER OPPORTUNITIES AT PRAIRIE PUBLIC

Prairie Public Broadcasting Human Resources PO Box 3240 Fargo, ND 58108-3240 An online version of Prairie Public's [application for employment](#) is available to download and print. Prairie Public is a EEO/Affirmative Action Employer.

Prairie Public has no open positions at this time.

**Internships** Prairie Public Broadcasting has unpaid and paid internship positions available throughout the organization. If you are interested in a hands-on learning experience in a fast-paced, exciting environment, send your resume by email to [info@prairiepublic.org](mailto:info@prairiepublic.org), or fax it to 701-239-7650.

- **Production Assistant, Television** – work with an experienced producer on projects in the production pipeline including both documentaries and live interview programs.
- **Network Assistant, Engineering** – join the Management Information Services team, which maintains the corporate Macintosh network for 70+ users.
- **Web Assistant, [prairiepublic.org](http://prairiepublic.org)** – work with radio and television producers to create companion Web sites for on-air productions.

#### • **Education Services Internship**

This is your opportunity to work on meaningful community projects within an active broadcasting office! Work with Prairie Public's Education Services within the television department in the downtown Fargo office. This department provides educational Web, print, and video resources and professional development for preK-12+ educators and early childhood caregivers. Duties include promotion of valuable resources and services to educators and the community; assisting with organizing community engagement projects for pre-school and/or K-12 organizations; updating and developing content for several online multimedia websites; as well as performing routine office tasks which may include updating databases and print materials; digitizing video; writing website description; and other maintenance activities.

Work approximately fifteen flexible hours per week between the hours of 8 and 5. This unpaid internship provides insight into office operations as well as the education, production and broadcasting professions and will provide valuable work experience and professional contacts while helping to improve communication skills. We ask that our intern candidates possess good people skills, be able to work with minimal supervision, and be dependable.

This is a positive office atmosphere with staff that really appreciates interns! Check out our [Web site](#) or contact Bev Pearson at [bpearson@prairiepublic.org](mailto:bpearson@prairiepublic.org) or 701-239-7575.

#### • **Ready To Learn Internship in Education Services**

This is your opportunity to work on meaningful community projects within an active broadcasting office! Work with Prairie Public's Education Services within the television department in the downtown Fargo office. This department provides educational Web, print, and video resources and professional development for preK-12+ educators and early childhood caregivers.

Duties include assisting with organizing and supporting of preK-3 literacy event grantees; promotion of valuable PBS Kids and other resources and services to educators and the community; developing partnerships with teachers, the community, and education organizations; as well as performing routine office tasks which may include updating the Web, databases, and print materials; writing newsletter/website description; assisting in development of exciting new regional preschool fitness and literacy project; and other maintenance activities.

Work approximately fifteen flexible hours per week between the hours of 8 and 5. This unpaid internship provides insight into office operations as well as the education, production and broadcasting professions and will provide valuable work experience and professional contacts while helping to improve communication skills. We ask that our intern candidates possess good people skills, be able to work with minimal supervision, and be dependable.

This is a positive office atmosphere with staff that really appreciates interns! Check out our [Web site](#) or contact Bev Pearson at [bpearson@prairiepublic.org](mailto:bpearson@prairiepublic.org) or 701-239-7575.

- **Individually Designed Internship – Radio** Some interns work with us to design a set of activities that match the intern's interests and skills with our needs. An internship like this may combine elements of writing, audio production, web work, radio operations, music programming, program distribution, and so on. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org)
- **Radio News Internships — Bismarck** (2 concurrent internships available) This is a 1 semester, unpaid news internship in Bismarck. The intern will work under the direction of the News Director and in association with other news staff. The intern will be given a "real world" experience in news, so that by the end of the internship, the person will be able to report and write news stories, as well as operate the control board, newsroom software, and possibly anchor newscasts. Prairie Public covers statewide news, including state government. Hours per week are flexible, depending on the number of credits taken. Up to full time is possible. The people will be selected through an interview process, and candidates must submit a cover letter, resume and recording. Students should have some background or course work in journalism. The intern will be assigned duties by the News Director, and those duties may include coverage of scheduled events, telephone interviews, on-site interviews, writing and rewriting news copy, and production of voicers and wraps. Some work may be for television and the internet as well as radio. We will assist the intern in preparing audition recording based on their work. We will reimburse expenses. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org).
- **Radio News Internship — Fargo or Grand Forks** This is a 1 semester, unpaid news internship in Fargo or Grand Forks. The intern will be directly supervised by our Red River Valley reporters, under the overall direction of the News Director. The intern will be given a "real world" experience in news, so that by the end of the internship, the person will be able to report and write news stories, as well as operate the control board, use newsroom software and possibly anchor newscasts. Prairie Public covers statewide news, and this position focuses on stories originating in eastern North Dakota. Work is based at the studios in downtown Fargo or on the UND campus in Grand Forks. Hours per week are flexible, depending on the number of credits taken. Up to full time is possible. The people will be selected through an interview process, and candidates must submit a cover letter, resume and recording. Students should have some background or course work in journalism. The intern will be assigned duties by the News Director, and those duties may include coverage of scheduled events, telephone interviews, on-site interviews, writing and rewriting news copy, and production of voicers and wraps. Some work may be for television and the internet as well as radio. We will assist the intern in preparing an audition recording based on their work. We will reimburse expenses. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org).
- **Community Affairs Internship, Radio — Fargo** This is a one semester, unpaid internship to produce a broadcast and web program on a particular topic. The student will work with the Director of Radio to choose a subject, and determine the production activities necessary. The conclusion of the internship will be the production of programming for radio broadcast and internet presentation. The end result might be, for example, a half hour program, or a series of shorter pieces. The student may suggest a topic, or accept one provided by Prairie Public. The subject could be a social or political issue, music or other arts activity, or almost anything else. The main criterion is that the resulting programming be interesting to public radio listeners. Production activities could include field recording, field interviews, in-studio interviews, and will certainly include writing and audio editing. The intern will have the chance to become familiar with the production process, including equipment and appropriate software. The production may be broadcast and presented on Prairie Public's website. The hours are flexible, depending on the number of credits taken. The intern will work under the supervision of the Director of Radio. Students should have

an interest in radio and journalism, and some experience with audio equipment and writing will be helpful. Please apply with a cover letter and resume. Contact Bill Thomas, 239-7509, Box 3240, Fargo, ND 58108-3240, or write [info@prairiepublic.org](mailto:info@prairiepublic.org).

<u>La</u>	<u>First Name</u>	<u>hireDate</u>	<u>Job</u>
SU	TOESSAWAT	12/04/2007	Prod (PT)
PA	SURESH	02/12/2008	Prod (PT)
KA	SAMUELA	02/19/2008	Prod (PT)
AC	MICHAEL	02/19/2008	Prod (PT)
LE	AARON	02/20/2008	Prod (PT)
SW	KATHRYN	02/20/2008	Prod (PT)
BU	BRYCE	02/20/2008	Prod (PT)
PIE	MATTHEW	08/08/2008	Prod (PT)
Wz	JOSH	01/30/2009	Prod (PT)
Mc	KRIS	01/30/2009	Prod (PT)
PE	MATTHEW	01/30/2009	Prod (PT)
FR	ROBERT	02/19/2009	Prod (PT)
BA	JESSE	03/04/2009	Prod (PT)
IBI	BURHAN	07/20/2009	Prod (PT)
CL	EMILY	11/06/2009	Prod (PT)
PA	SARAH	11/19/2009	Prod (PT)
VC	ADAM	11/19/2009	Prod (PT)
JO	PRESTON	11/19/2009	Prod (PT)
Wz	STEPHEN	01/28/2010	Prod (PT)
KII	BRANDON	03/02/2010	Prod (PT)
DA	KYLA	05/24/2010	Prod (PT)
SW	JOSEPH	07/27/2010	Prod (PT)
CA	ERIC	02/10/2011	Prod (PT)
BA	EVAN	02/23/2011	Prod (PT)
ZIF	JORDAN	03/10/2011	Prod (PT)
CA	LISA	05/23/2011	Prod (PT)
BR	MEGAN	05/22/2012	Prod (PT)
GR	OLIVIA	05/25/2012	Prod (PT)
JO	SAMUEL	06/08/2012	Prod (PT)
CL	CARTER	07/26/2012	Prod (PT)
JA	YU YOUNG	08/31/2012	Prod (PT)

**Sub Total Job Prod (PT)**  
**96 Records**

<u>La</u>	<u>First Name</u>	<u>hireDate</u>	<u>Job</u>
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**Grand Total**  
**96 Records**

**Pauline Holmlund**

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**From:** Morgan Jenkins <mjenkins@prairiepublic.org>  
**Sent:** Wednesday, November 14, 2012 4:10 PM  
**To:** 'Pauline Holmlund'  
**Subject:** tours

Pauline,

It looks like I only have these three down:

7/24/2012 – Daycare group tour  
8/1/2012 – Norwegian travel group tour  
8/22/2012 – Daycare group tour

I hope this helps!

Morgan D. Jenkins  
Community Engagement Coordinator  
Prairie Public Broadcasting  
701-239-7527

ARY SPA:  
7014619100

2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 11 am R 8:00 (6-9)	31 Non-Bday Lunch Comm MIA 3pm	1 R 8:00 (6-9)	2 GROUNDHOG DAY (USA)	3 10 am - SAs Mtg Pitch 3-4	4 Pitch (23) Radio R 8:00 (6-9)	5 LINCOLN'S BIRTHDAY (USA)
6 OFF	7 OFF	8 PP: 9:00 am, 10:30 am 1 pm - 4:00 pm	9 9:30 PP: 9:30 am, 10:30 am	10 R 8:00 (6-9)	11 Maire Public Holiday Party	12 R 8:00 (9:15-6)
13 OFF	14 VALENTINE'S DAY	15 R 8:00 (6-9)	16 R 8:00 (6-9)	17 4:15 Tour VICKI A352444 Max 6	18 PD	19 Women's Show @ 5pm - 5:30
20 OFF	21 WASHINGTON'S BIRTHDAY (USA) OBSERVED (USA) PRESIDENTS DAY (USA)	22 R 8:00 (6-9)	23 R 8:00 (6-9)	24 R 8:00 (6-9)	25 R 8:00 (6-9)	26 vigo Beja R 8:00 (6-9)
27 OFF	28 OFF	29 R 8:00 (6-9)	30 R 8:00 (6-9)	31 R 8:00 (6-9)	1 R 8:00 (6-9)	2 R 8:00 (6-9)