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June 8, 2023

VIA POSTING TO FCC ONLINE PUBLIC INSPECTION FILE

wiley.law

Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission

Re: **Response to Broadcast EEO Audit Letter
Gray Television Licensee, LLC
WZBJ(TV), Danville, VA
Facility ID No. 15507**

Dear Ms. Goldin:

On behalf of Gray Television Licensee, LLC, licensee of the above referenced broadcast station in the Roanoke, VA station employment unit ("SEU"), the undersigned submits the SEU's response to your letter of April 24, 2023 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080. In accordance with your request, this submission consists of a sworn statement by Matt Pumo, Vice President, of Gray Media Group, Inc., the parent of Gray Television Licensee, LLC, with copies of documentation responsive to your inquiry.

Should any questions arise concerning this submission, kindly contact the undersigned.

Respectfully submitted,

/s/ Joan Stewart

Joan Stewart
Counsel to Gray Television Licensee, LLC

cc: *EB-EEO@fcc.gov*

DECLARATION OF MATT PUMO, VICE PRESIDENT/GENERAL MANAGER

I, Matt Pumo, hereby declare as follows:

1. I am a Vice President of President for Gray Media Group, Inc., the parent company of Gray Television Licensee, LLC (“Gray”), the licensee of WZBJ(TV), Danville, VA (FID 15507), which is part of a station employment unit based in Roanoke, VA and which includes WDBJ(TV), Roanoke, VA (FID 71329) and WZBJ-CD, Lynchburg, VA (FID 168095) (the “SEU” or “Unit”). I am also the General Manager of this SEU. This Statement and relevant attachments are being submitted in response to the April 24, 2023 letter of Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division of the Commission’s Enforcement Bureau, concerning a random audit of EEO compliance (the “EEO Audit Letter”).
2. This SEU employs five or more full-time employees as the term is defined in the broadcast EEO rule of the Federal Communication Commission (“FCC” or the “Commission”), 47 C.F.R. § 73.2080(e)(1).
3. In response to Question 2(b)(i) of the EEO Audit Letter, the SEU’s two most recent EEO Public File Reports, as described in 47 C.F.R. § 73.2080(c)(6), are appended at Attachment A.
4. In response to Question 2(b)(ii) of the EEO Audit Letter, the web address of the stations in this SEU are as follows: www.wdbj7.com. A copy of the current EEO Public File Report is included on or linked to each of these websites.
5. In response to Question 2(b)(iii), the date of each full-time hire listed in the SEU’s above-referenced EEO Public File Reports, in accordance with 47 C.F.R. § 73.2080(c)(5)(vi), is included in the internal business records appended at Attachment B. Further, the licensee acknowledges that it is required to retain records to document its outreach to the recruitment sources used to fill its full-time positions pursuant to 47 C.F.R. § 73.2080(c)(5)(iii), including the recruitment reflected in the above EEO Public File Reports. However, pursuant to the EEO Audit Letter, only one such job notice per position is included at Attachment B in addition to announcements sent to those sources that have notified the SEU that they want to be alerted to job openings at the Unit, as described in 47 C.F.R. § 73.2080(c)(1)(ii)].
6. In response to Question 2(b)(iv) of the EEO Audit Letter, the internal business records appended at Attachment B also provide data concerning (a) the total number of interviewees for each vacancy and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the above EEO Public File Reports.
7. In response to Question 2(b)(v) of the EEO Audit Letter, documentation concerning the Unit’s performance of four points worth of recruitment initiative activity during the period covered by the above EEO Public File Reports and as described in § 73.2080(c)(2) is appended at Attachment C with participating personnel noted therein. This SEU employs a total of 80 full-time employees and at least one of our stations is located in a market with a population of more than 250,000. Accordingly, the SEU is required to perform at least four points worth of recruitment initiative activity during each two-year period measured from the date the stations in the SEU are required to file license renewal applications.

8. In response to Question 2(b)(vi) of the EEO Audit Letter, the licensee affirms that it is not aware of any complaints alleging unlawful discrimination in the employment practices of the stations in this SEU based on race, color, religion, national origin or sex filed before a body with jurisdiction under federal, state, territorial or local law during the current license term.

9. In response to Question 2(b)(vii) of the EEO Audit Letter, Gray provides online training webinars on FCC EEO compliance to its stations at periodic times throughout the year, hosted by Wiley Rein. Additionally, Gray requires that all jobs are posted to its corporate job search site. Job postings made to this site are automatically posted to Indeed.com. At the local level, this SEU recruits broadly for all open full-time positions. This SEU also publicizes its equal employment policy to employees and applicants through statements disseminated in job applications, posted in conspicuous areas within the workplace, and emailed periodically as reminders to employees. This SEU's employment practices are the ultimate responsibility of Gena Miller, Office Manager, working in conjunction with the General Manager, in-house counsel at our corporate headquarters and, when applicable, outside employment and labor counsel.

At the corporate level, Gray Television emphasizes the importance of FCC EEO compliance to all levels within the company, including national, regional, and local personnel. Gray Television engages outside communications counsel to respond to requests for information and to provide further guidance to personnel with FCC EEO compliance. This SEU's compliance efforts include identifying our efforts to afford equal employment opportunities to employees and applicants through statements disseminated in job applications and posted in conspicuous areas within the workplace.

10. In response to Question 2(b)(viii) of the EEO Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of sources on its recruitment list and the outcome of its recruitment initiatives. This SEU continuously strives to find new sources for recruitment and engage with the community to find new talent by attending local community events and school visits. This SEU is working on building relationships with various organizations in the community to further our recruiting efforts, especially after the COVID years. This SEU continues to provide training opportunities for current employees to grow within their careers and learning opportunities through job shadows and internships. This SEU is actively involved with several local Chambers of Commerce, along with Downtown Roanoke, Inc., a civic organization that promotes local businesses, events and works for the Chambers.

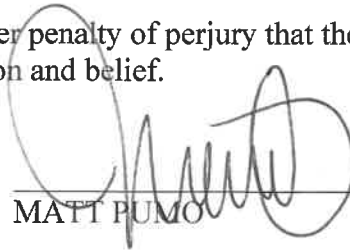
11. In response to Question 2(b)(ix) of the EEO Audit Letter, this SEU strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect.

Dated: June 8, 2023

[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE TO
DECLARATION OF MATT PUMO, VICE PRESIDENT/GENERAL MANAGER**

As of the date set forth above, I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information and belief.



MATT PUMO

ATTACHMENT A

WDBJ-DT / WZBJ-DT / WZBJ-CD
EEO PUBLIC FILE REPORT
June 1, 2021 thru May 31, 2022¹

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

| | Job Title | Recruitment Sources (“RS”) Used to Fill Vacancy | RS Referring Hiree |
|----|-------------------------------------------------|----------------------------------------------------------|---------------------------|
| 1 | Lifestyle Producer | 3-5-8-9-13-15-17-18-28-30-36-37-38-39-41-42-43-45-52 | 5 |
| 2 | Editor/Photographer | 5-8-9-13-14-15-18-20-28-36-37-38-39-41-42-43-45-52 | 5 |
| 3 | Digital Sales Support/ Junior Account Executive | 5-7-9-13-15-17-18-28-30-36-37-38-39-41-45-52 | 52 |
| 4 | Multimedia Journalist | 3-5-8-9-13-15-17-18-28-36-37-38-39-41-45-52 | 3 |
| 5 | Technical Medial Producer-Associate | 3-5-7-13-15-17-18-28-30-36-37-38-39-41-42-43-45-47-52 | 3 |
| 6 | Multimedia Journalist | 3-5-8-9-13-15-17-18-28-30-36-37-38-39-41-44-45-52 | 5 |
| 7 | Multimedia Journalist/Anchor | 3-5-8-9-13-15-17-18-28-30-36-37-38-39-41-42-43-45-52 | 5 |
| 8 | Technical Medial Producer-Associate | 3-5-7-13-15-17-18-28-30-36-37-38-39-41-42-43-45-47-52 | 5 |
| 9 | Digital News Producer | 5-8-9-13-15-17-18-30-36-37-38-39-41-43-45-52 | 5 |
| 10 | Producer Primary (News) | 5-8-9-10-13-15-17-18-28-30-36-37-38-39-40-41-43-45-52 | 5 |
| 11 | Multimedia Journalist | 3-5-8-9-11-13-15-17-18-28-30-36-37-38-39-41-42-45-52 | 11 |
| 12 | Technical Medial Producer-Associate | 5-8-9-13-15-17-18-28-30-36-37-38-39-40-41-42-43-45-47-52 | 5 |
| 13 | Sales Support/ Receptionist | 3-5-7-9-13-15-17-18-28-30-36-37-38-39-40-41-43-45-52 | 5 |
| 14 | Producer-Associate | 5-8-9-13-15-17-18-28-30-37-38-39-41-45-52 | 5 |
| 15 | Producer -Associate | 5-8-9-13-15-17-18-28-30-37-38-39-41-45-52 | 5 |
| 16 | Multimedia Journalist | 3-5-8-9-11-13-15-17-18-28-30-36-37-38-39-41-43-45-52 | 11 |

¹ This report was revised in June 2023 to address reporting discrepancies.

| | | | |
|----|-----------------------|---------------------------------------------------|---|
| 17 | Multimedia Journalist | 3-5-8-9-11-13-15-17-18-28-30-36-37-39-41-43-45-52 | 5 |
|----|-----------------------|---------------------------------------------------|---|

| Source # | Source Name | Contact | Address | City | ST | Zip | Phone | Source Entitled to Vacancy Notification Yes or No | No. of Interviewees Referred by RS over 12month period |
|----------|--------------------------|-------------|-----------------------------------------------------------|---------------|----|------------|--------------|---------------------------------------------------|--------------------------------------------------------|
| 12 | Internships | | | | | | | | |
| 13 | James Madison University | David Chase | 800 S Main S | Harrisonburg | VA | 22807 | 540-568-7073 | No | |
| 14 | Job Fairs | | | | | | | No | 0 |
| 15 | Liberty University | | Career Center-DeMoss Hall 164-Box 20000 (Handshake) | Lynchburg | VA | 24506-8001 | 804-582-2352 | No | |
| 16 | LinkedIn | | | | | | | No | |
| 17 | Longwood University | | 201 High Street (Handshake) | Farmville | VA | 23909 | 434-395-2000 | No | |
| 18 | Mary Baldwin University | | 101 E Frederick St (Handshake) | Staunton | VA | 24401 | 540-887-7019 | No | |
| 19 | Media Bistro | | 825 Eighth Avenue, 29th Floor | New York | NY | 10019 | 800-205-7792 | No | |
| 20 | Media Line | | P.O. Box 51909 | Pacific Grove | CA | 93950-6909 | 408-648-5200 | No | |

| Source # | Source Name | Contact | Address | City | ST | Zip | Phone | Source Entitled to Vacancy Notification Yes or No | No of Interviewees Referred by RS over 12month period |
|----------|-------------------------------------------|------------------------------------------|--------------------------------------------|-----------------|----|------------|--------------|---------------------------------------------------|-------------------------------------------------------|
| 21 | Mississippi State University | career.ms state.edu | Lee Boulevard | Starkville | MS | 39762 | 662-325-2323 | No | |
| 22 | NAB Job Clearinghouse | Michael McKinley | 1771 N Street NW | Washington | DC | 20036 | 202-429-5497 | No | |
| 23 | National Association of Black Journalists | | 3100 Taliaferro Hall | College Park | MD | 20742-7717 | 301-405-8500 | No | |
| 24 | Non-employee referral | | | | | | | No | |
| 25 | Norfolk State University | Benjamin Ellis, Jr. | 2401 Corprew Ave. | Norfolk | VA | 23504 | 804-683-8462 | No | |
| 26 | North Carolina A & T State University | Office of Career Services | 101 Murphy Hall | Greensboro | NC | 27411 | 336-334-7500 | No | |
| 27 | Pennsylvania State University | studentaffairs.psu.edu/career/employers/ | 201 Old Main | University Park | PA | 16802 | 814-865-4700 | No | |
| 28 | Radford University (Hire a Highlander) | | 801 E Main Street (Handshake) | Radford | VA | | | No | |
| 29 | Rick Gevers | | rick@rickgevers.com | | | | | No | |
| 30 | Roanoke College Maroon Net | | 221 College Lane Office of Career Services | Salem | VA | 24153 | 540-375-2303 | No | |

| Source # | Source Name | Contact | Address | City | ST | Zip | Phone | Source Entitled to Vacancy Notification Yes or No | No of Interviewees Referred by RS over 12month period |
|----------|--------------------------------------------|----------------------------------------------|-------------------------------------------|-----------------|----|-------|-----------------------|---------------------------------------------------|-------------------------------------------------------|
| 31 | Roanoke Times | | 201 W Campbell Ave. | Roanoke | VA | 24011 | 540-981-3108 | No | |
| 32 | RTNDA | | rtnda@rtnda.org | | | | | No | |
| 33 | Society of Broadcast Engineers | | | | | | | No | |
| 34 | SPOTS N DOTS | | spotsndots.com | | | | 888-884-2630 | No | |
| 35 | TV News Check | | 238 Crosshill Road | Wynnewood | PA | 01906 | 610-649-7989 | No | |
| 36 | TVJOBS.COM | Mark Holloway | tvjobs.com | | | | | No | |
| 37 | University of Mary Washington | | 1301 College Avenue (Handshake) | Fredericksburg | VA | 22401 | 540-654-1000 | No | |
| 38 | University of Missouri | | 801 Conley Ave, 15 Jesse Hall (Handshake) | Columbia | MO | 65211 | 573-882-7976 | No | |
| 39 | University of NC at Ashville & Chapel Hill | www.myint erfase.co m/unca/e mploye | One University Heights (Handshake) | Asheville | NC | 28804 | 828-251-6600 | No | |
| 40 | University of VA | | P.O. Box 400101 (Handshake) | Charlottesville | VA | 22904 | 434-924-2048 | No | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Mary E. WellsGarland | VAMC 1970 Roanoke Blvd, 116B1 | Salem | VA | 24153 | 540-982-2463 ext 3102 | Yes | |
| 42 | Virginia Assoc. of Broadcasters | | 630 Country Green Lane | Charlottesville | VA | 22902 | 434-977-3716 | No | |

| Source # | Source Name | Contact | Address | City | ST | Zip | Phone | Source Entitled to Vacancy Notification Yes or No | No of Interviewees Referred by RS over 12month period |
|----------------------------------------------|----------------------------------------|-----------------------|--------------------------------------|-----------------|----|-------|--------------|---------------------------------------------------|-------------------------------------------------------|
| 43 | Virginia Radio Television (VARTV.com) | Robert F. Corbin | vartv.com | | | | | No | |
| 44 | Virginia State University | Ms. Durrell Griffin | Box 9410 | Petersburg | VA | 23806 | 804-524-5000 | No | |
| 45 | Virginia Tech | | 800 Drillfield Drive | Blacksburg | VA | 24061 | 540-231-6000 | No | |
| 46 | Virginia Union University | Joseph Lowe | 1500 N. Lombardy Street | Richmond | VA | 23220 | 804-257-5656 | No | |
| 47 | Virginia Western Community College | Rhonda Perdue | Student Center, Room 202 | Roanoke | VA | | 540-857-7298 | No | |
| 48 | Walk-ins | | | | | | | No | |
| 49 | WCAV | Alex Friedman | 999 2nd Street | Charlottesville | VA | 22902 | 434-242-1919 | No | |
| 50 | WDBJ Bulletin Board (Internal posting) | | 2807 Hershberger Road | Roanoke | VA | 24017 | 540-344-7000 | No | |
| 51 | WDBJ –On Air Announcement | | 2807 Hershberger Road | Roanoke | VA | 24017 | 540-344-7000 | No | |
| 52 | WDBJ Website | | 2807 Hershberger Road | Roanoke | VA | 24017 | 540-344-7000 | No | 2 |
| 53 | WHSV TV3 | Tina Wood | 50 North Main Street | Harrisonburg | VA | 22802 | 540-433-9191 | No | |
| 54 | Winston-Salem State University | Director of Personnel | 601 Martin Luther King Drive | Winston-Salem | NC | 27110 | 336-750-3240 | No | |
| Total Interviewees over the Reporting Period | | | | | | | | | 45 |

**WDBJ-DT / WZBJ-DT / WZBJ-CD
EEO PUBLIC FILE REPORT
June 1, 2021 thru May 31, 2022**

III. RECRUITMENT INITIATIVES

| | Type Of Recruitment Initiative (Menu Selection) | Brief Description Of Activity |
|----------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting | <p>1) March 25, 2022, our Journalist spoke virtually for a class at Sam Houston University.</p> <p>2) News Director spoke and participated in virtual career recruiting efforts as listed:</p> <p>a) Friday, February 18 at University of Alabama</p> <p>b) Friday, February 25 at Syracuse University</p> <p>c) Friday, February 25 at West Virginia University</p> <p>d) Monday, February 28 at University of Kentucky</p> <p>e) Monday, February 28 at University of Florida</p> <p>f) Tuesday, March 8 at University of Tennessee</p> <p>3) On March 15, 2022 Journalist spoke virtually for a class at Chapman University</p> <p>4) On February 24, 2022 Journalist spoke at Black Awareness Club at Christiansburg High School</p> |
| 2 | EEO Training | On February 17, 2022, our office manager participated in the FCC's Equal Opportunity Rules: A webinar for Gray Television stations presented by Joan Stewart of Wiley Rein, LLP to employees of Gray Television Licensee, LLC. |
| 3 | Racial Equity Training | May 11, 2021, thru June 10, 2021. Our Sales Manager participated in a 6-part |

| | | |
|---|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>training series “Foundations in Diversity, Equity and Inclusion: from Adaway Consulting, a program developed for Gray Television. Information covered in the training included: how biases influence interaction and decision making and ways to mitigate them, how to identify and avoid implicit bias and microaggression in media, how to champion equity and inclusion, handling conflict, how to avoid common faux pas make regarding gendered language, race, class and ability and how to apologize effectively.</p> |
| 4 | <p>Internship Program</p> | <p>During this reporting year, 2 students from Virginia Tech participated in our internship program from January -May 2022. The interns spent time in each department and were supervised by the manager of that department. They spent concentrated time in the News department where they were supervised by the News Director and Director of Internships.</p> |

**WDBJ-DT / WZBJ-DT / WZBJ-CD
EEO PUBLIC FILE REPORT
June 1, 2022 through May 31, 2023**

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

| | Job Title | Recruitment Sources ("RS") Used to Fill Vacancy | RS Referring Hiree |
|----|---------------------------------------|-----------------------------------------------------------------------|-------------------------------|
| 1 | Multimedia Journalist | 3,4,5,6,7,8,14,16,22,23,24,25,26, 27,28,29,30,31,33,34,37,40,41,42 | 37 |
| 2 | Multimedia Journalist | 3,4,5,6,7,8,14,16,22,23,24,25,26, 27,28,29,30,31,33,34,37,40,41,42 | 42 |
| 3 | TMP | 4,5,6,7,8,14,16,22,23,24,25,28,29, 30,31,32,34,40 | 40 |
| 4 | Producer | 4,5,6,7,8,14,16,22,23,24,25,28,30, 31,32,34,40 | 34 |
| 5 | Account Executive | 3,5,6,7,8,14,16,22,23,24,25,26,27, 28,29,31,33,34,40 | 34 |
| 6 | Anchor-Primary | 3,4,5,6,7,8,14,16,23,24,25,27,28, 29,30,31,33,34,40 | 34 |
| 7 | Meteorologist | 3,4,5,6,7,8,14,16,22,23,24,25,27, 28,29,30,31,34,40,41 | 41 |
| 8 | Multimedia Journalist | 3,4,5,6,7,8,14,16,22,23,24,25,26, 27,28,29,30,31,33,34,37,40,41,42 | 41 |
| 9 | Videographer/Editor | 3,4,5,6,7,8,14,16,22,23,24,25,27, 28,29,30,31,34,40 | 34 |
| 10 | Videographer/Editor | 3,4,5,6,7,8,14,16,22,23,24,25,27, 28,29,30,31,34,40 | 34 |
| 11 | Sports Director | 22,28,29,34,35,40 | 35 |
| 12 | Evening Anchor/Investigative Reporter | 22,28,29,34,40,41 | 41 |
| 13 | Videographer/Editor | 3,4,5,6,7,8,14,16,22,23,24,25,27, 28,29,31,34,40 | 34 |
| 14 | Digital Producer | 3,4,5,6,7,8,14,16,22,23,24,25,27, 28,29,31,34,37,40 | 37 |
| 15 | Sales Support/Front Desk | 3,4,5,6,7,8,14,16,22,23,24,25,27, 28,29,31,34,40 | 34 |
| 16 | Multimedia Journalist | 4,6,7,8,22,23,24,25,27,28,29,31,34, 40 | 34 |
| 17 | Digital Sales Manager | 22,28,29,34,35,37,40 | 35 |
| 18 | Weekend Meteorologist | 22,28,29,33,34,40 | 33 |
| 19 | News Director | 22,28,29,33,34,35,37,40 | 35 |
| 20 | Creative Services Director | 21,22,28,29,33,34,35,37,40,41 | 41 |

**WDBJ-DT / WZBJ-DT / WZBJ-CD
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II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

| Source # | Source Name | Website Info | Source Entitled to Vacancy Notification Yes or No | Date Posted & Copy | No. of Interviewees Referred by RS over 12-month period |
|----------|-------------------------------------------|--------------------|---------------------------------------------------|--------------------|---------------------------------------------------------|
| 1 | AdWeek | adweek.com | No | | |
| 2 | Broadcasting & Cable Magazine | zmajma@nbmedia.com | No | | |
| 3 | Hampden-Sydney College | Handshake | No | | |
| 4 | Hollins University | Handshake | No | | |
| 5 | James Madison University | Handshake | No | | |
| 6 | Liberty University | Handshake | No | | |
| 7 | Longwood University | Handshake | No | | |
| 8 | Mary Baldwin University | Handshake | No | | |
| 9 | Media Bistro | Handshake | No | | |
| 10 | Media Line | Handshake | No | | |
| 11 | Mississippi State University | Handshake | No | | |
| 12 | National Association of Black Journalists | ww.nabj.org | No | | |

| | | | | | |
|----|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
| 13 | Pennsylvania State University | Handshake | No | | |
| 14 | Radford University (Hire a Highlander) | Handshake | No | | |
| 15 | Rick Gevers | rick@rickgivers.com | No | | |
| 16 | Roanoke College Maroon Net | Handshake | No | | |
| 17 | Roanoke Times | David.Niven@roanoke.com | No | | |
| 18 | RTNDA | | No | | |
| 19 | Society of Broadcast Engineers | Engineering only. | No | | |
| 20 | SPOTS N DOTS | spotsndots.com | No | | |
| 21 | TV News Check | media job center.com | No | | |
| 22 | TVJOBS.COM | www.tvjobs.com | No | | |
| 23 | University of Mary Washington | Handshake | No | | |
| 24 | University of Missouri | Handshake | No | | |
| 25 | University of NC at Asheville & Chapel Hill | Handshake | No | | |
| 26 | Hampton University | Handshake | No | | |
| 27 | University of VA | Handshake | No | | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Mary Wells-Garland mary.wells-garland@va.gov or Tariq Rashid tariq.rashad@va.gov | Yes | | |
| 29 | Virginia Assoc. of Broadcasters | VABonline.com | No | | |

| | | | | | |
|--------------------|---------------------------------------|-----------------------------------|----|--|----|
| 30 | Virginia Radio Television (VARTV.com) | ads@VARTV.com | No | | |
| 31 | Virginia Tech | Handshake | No | | |
| 32 | Virginia Western Community College | collececentral.com/viriniawestern | No | | |
| 33 | Employee/Former Employee Referral | | No | | 8 |
| 34 | Gray Website/Indeed | jobs@gray.com | No | | 36 |
| 35 | Internal Hire/Promotion | | No | | 5 |
| 36 | Job Fair | | No | | |
| 37 | Linked In | | No | | 5 |
| 38 | Non-employee referral | | No | | |
| 39 | Walk-ins | | No | | |
| 40 | WDBJ Website | wdbj7.com | No | | 2 |
| 41 | Gray Recruiter | | No | | 4 |
| 42 | Internship | | No | | 1 |
| Total Interviewees | | | | | 61 |

**WDBJ-DT / WZBJ-DT / WZBJ-CD
EEO PUBLIC FILE REPORT
June 1, 2022 through May 31, 2023**

III. RECRUITMENT INITIATIVES

| <i>Type of Recruitment Initiative (Menu Selection)</i> | <i>Brief Description of Activity</i> |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Participate in events sponsored by education institutions relating to career opportunities in broadcasting. | 1) October 14, 2022 - Assistant News Director participated in career recruiting efforts at a Virginia Tech Career Fair. 2) December 2, 2022 – Journalist spoke to a class at Virginia Tech taught by David Carroll. 3) March 20, 2023 - Journalist spoke to a class at Virginia Tech taught by Dr. Syrenthia Robinson. 4) March 29, 2023 – Journalist spoke to a class at Virginia Tech taught by David Carroll. |
| 2 EEO Training | On April 20,2023, our office manager participated in the FCC’s Equal Employment Opportunity Rules: A webinar for Gray Television stations presented by Joan Stewart of Wiley Rein, LLP to employees of Gray Television Licensee, LLC. |
| 3 Training Program for Station Employees that Teaches Skills Needed for Promotion to a Higher-Level Position | 1) August 29-31, 2022 – Two producers attended producer training in Nashville, TN provided by Gray TV. 2) January 11-12, 2023 – Journalist attended Investigative Reporter training in Richmond, VA provided by Gray TV. |

- 3) February 1, 2023 – Journalist attended virtual Multimedia Journalist training provided by Gray TV.
- 4) February 15, 2023 – Journalist attended virtual Multimedia Journalist training provided by Gray TV.

4 Internship Program

On-going intern program during reporting year. We had 1 student from Virginia Tech (fall 2022) and 1 student from Liberty University and 1 student from Virginia Tech from February through April 2023. All our interns spend time in each department and were supervised by each department head with a concentration in News where they were supervised by News Director and Director of Internships.

ATTACHMENT B

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Lifestyle Producer | Date Filled: 6/1/2021 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Employee / Former Employee Referral | N | 1 |
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 2 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 42 | Virginia Assoc. of Broadcasters | N | |
| 43 | Virginia Radio Television (VARTV.com) | N | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------|-----------|
| Internal Job Title (Job Code Description): | Producer | External Job Title: | Producer |
| Job Code: | 1061 | Department: | News |
| Reports To: | Executive Producer | Location: | |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professionals | Supervises Others? | No |
| Purpose: | | | |
| Produces memorable newscasts, overseeing and executing all editorial and production elements of broadcasts including editing, writing, ordering/creating graphics, and coordinating live shots. Engages in and produces for social media to help promote digital products, communicates information to viewers and receive tips from them. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years of producing experience in broadcast news. | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • 1-3 year of producing experience in broadcast news with a Bachelor's degree • Clear, concise, conversational writing skills • Excellent communication skills • Demonstrate solid news judgment • Maintain strong journalistic ethics • Strong initiative and attention to details • Be creative and create compelling and memorable newscasts • Knowledge of newsroom software and of web posting software • Edit video and audio on industry standard equipment • Build graphics and use effectively in shows • Handle and adjust to last-minute changes • Make quick, accurate decisions and work well under pressure • Strong research skills, including online research using various search engines • Ability to stay current with national and local news/weather • Intermediate level knowledge of social media • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision • Demonstrate leadership through training and mentoring less experienced staff members; guide others to get the desired outcome • Ability to remain positive and foster a positive work environment; work well with co-workers | | | |
| Education: | | | |

Job Description

- Bachelor's degree

Licensing/Certifications:

- Valid driver's license with a good driving record

Essential Functions:

- Prioritize, organize, and produce newscasts
- Maintain working knowledge of current events, community issues, and local contacts
- Search wire services, network feeds, websites and others sources to find relevant material for newscasts
- Work with news management to determine which stories to air during newscasts
- Coordinate story assignments with assignment manager
- Collaborate with news operations staff to build graphics
- Act as leader in facilitating teamwork of staff members
- Accurately edit video with an eye for visual elements that make stories understandable to the viewer
- Work with directors and anchors on presentation of stories
- Write news stories
- Monitor competition's shows and website for missed leads
- Assist producers in formatting other newscasts
- Assist reporters on story development, story expectations, and accurately gathering information under pressure
- Write creative headlines and teases
- Research and brainstorm story ideas, present ideas in editorial meetings
- Generate promotable story ideas daily
- Post and update stories and video to station website and social media sites, engage viewers
- Work with the web staff during breaking news and alert users on all platforms
- Perform other job-related duties as assigned

Working Conditions:

- Duties are performed mostly indoors in an office environment.
- Work includes sitting for prolonged periods.
- Occasional exposure to atmospheric conditions.
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, balance, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk and hear.
- Some weekends, evenings, and holidays required.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Job Description

The producer is one of the most crucial positions at a television station. It requires someone who is a strong leader, excellent communicator, organized and also passionate about the news.

This producer position has the potential to serve as a huge opportunity for a journalist who is looking to advance in this business. WDBJ7 is focused on training and growing producers who have an interest in not only putting together incredible newscasts but also working toward a goal of either entering management or working in a big time market.

Our News Director, Assistant News Director and Executive Producer all have extensive producing experience and will be focused on helping the person we hire be their absolute best in this position.

If you are ready to take your career to the next level, email your resume and a recent newscast to our News Director, Eric Walters at ewalters@wdbj7.com. Also, apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves

From: Diane Douglas
Sent: Tuesday, March 23, 2021 4:30 PM
To: Martha Graves
Cc: GrayTV - Jobs
Subject: Job Posting Conf.: WDBJ - Producer & Lifestyle/News Producer (3/23/21)

Hi Martha,

Here is your job posting email confirmation for **Producer & Lifestyle/News Producer at WDBJ**, you may copy/paste link below to your web address window to view:

Lifestyle/News Producer -

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=3a7b7149-4cc5-491c-a1bf-a95f00f3dc48&refererUrl=https://gray.tv/>

Producer -

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=0a57dd64-bc37-45d3-8a75-a71c00f5b4e0&refererUrl=https://gray.tv/>

The position(s) listed above is now active on Peoplematter/Snagajob, Indeed.com, and Gray-TV websites as of **3/23/21**.

*** There are currently (7) open/active positions for WDBJ-TV ***

You may keep this confirmation email for your EEO reports and audits. Let me know if you have any questions!

Thanks much, Diane

Diane E. Douglas

Human Resources

4970 Peachtree Road NE • Atlanta, GA 30319

☎ 404.229.6400 ☎ 404.229.3323

Website: www.gray.tv | Help Desk: 7268.344.0260



HONORING THE
CONTRIBUTIONS OF



From: Martha Graves <martha.graves@wdbj7.com>

Sent: Tuesday, March 23, 2021 2:08 PM

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Wednesday, March 24, 2021 2:29 PM
To: Martha Graves
Subject: RE: WDBJ- Job Openings (2): Lifestyle Producer and New Producer

Thank you

*Mary E. Wells-Garland, MS, CRP
Supervisory Vocational Rehabilitation Specialist
VHA-Vocational Rehabilitation Services
Program Manager*

*1970 Roanoke Blvd, B9, D-3a
Salem, VA 24153
Office: 540-982-2453 x3102
Mobile: 540-589-2584*

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Wednesday, March 24, 2021 1:44 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ- Job Openings (2): Lifestyle Producer and New Producer

The following two position are open at WDBJ Television in Roanoke. Please confirm receipt by return email for EEO confirmation. Thank you.

News Producer

The producer is one of the most crucial positions at a television station. It requires someone who is a strong leader, excellent communicator, organized and also passionate about the news.

This producer position has the potential to serve as a huge opportunity for a journalist who is looking to advance in this business. WDBJ7 is focused on training and growing producers who have an interest in not only putting together incredible newscasts but also working toward a goal of either entering management or working in a big time market.

Our News Director, Assistant News Director and Executive Producer all have extensive producing experience and will be focused on helping the person we hire be their absolute best in this position.

If you are ready to take your career to the next level, email your resume and a recent newscast to our News Director, Eric Walters at ewalters@wdbj7.com. Also, apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Lifestyle/News Producer

The producer is one of the most crucial positions at a television station. It requires someone who is a strong leader, excellent communicator, organized and also passionate about the news.

This producer position has the potential to serve as a huge opportunity for a journalist who is looking to advance in this business. WDBJ7 is focused on training and growing producers who have an interest in not only putting together incredible newscasts but also working toward a goal of either entering management or working in a big time market.

Our News Director, Assistant News Director and Executive Producer all have extensive producing experience and will be focused on helping the person we hire be their absolute best in this position.

If you are ready to take your career to the next level, email your resume and a recent newscast to our News Director, Eric Walters at ewalters@wdbj7.com. Also, apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201



CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Editor/Photographer | Date Filled: 6/7/2021 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: 4 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 4 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 14 | Job Fairs | N | |
| 15 | Liberty University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 20 | Media Line | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 42 | Virginia Assoc. of Broadcasters | N | |
| 43 | Virginia Radio Television (VARTV.com) | N | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------|---------------------|
| Internal Job Title(Job Code Description): | Editor – News (H) | External Job Title: | Editor/Photographer |
| Job Code: | E2N1WD | Department: | News |
| FLSA Status: | Non-Exempt | Grade Level/Salary Range: | |
| EEO Code: | Technician | Supervises Others? | No |
| Purpose: | | | |
| The Editor gathers and edits video content for newscasts and online. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years experience editing | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Able to edit stories, work with producers/reporters • Able to communicate clearly • Ability to edit video and still photos to match story for on-air or on-line • Knowledge of how to appropriately use of nat sound • Must possess the ability to edit on non-linear equipment and to adapt to new technology. • Generate story ideas; identify potential stories • Must be able to operate Microsoft Windows software • Ability to operate news related software is preferred • Must be able to work well under pressure with limited supervision and daily deadlines • Ability to stay current with national and local news/weather • Strong initiative and attention to detail is required • Ability to remain positive and foster a positive work environment • Understanding of and ability to follow and enforce the journalistic code of ethics • Must be capable of working well with others in challenging work environments to produce the best product for the viewer. • Must have working knowledge of ENG trucks • Basic knowledge of web posting software • Basic knowledge of social media | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • High School Diploma, Bachelor's Degree in Journalism or related field preferred | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid Driver's License and be insurable | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Edit video and audio for broadcast, promos, and teases • Edit and ingest news video from network and other sources for broadcast • Demonstrates sound news judgment and ability to tell stories with pictures and natural sound • Must be able to utilize non-linear editing equipment on a daily basis • Must be a visual storyteller • Communicate with reporters, writers, and producers on video needed for news stories | | | |

- Keep track of edited news stories for broadcast, maintain archive
- Respond to breaking news or urgent newsroom situations
- Responsible for ensuring all goals and objectives are being met and training sessions are attended
- Must demonstrate the drive to grow and learn as well as offer creativity every day.
- Ability to work well with co-workers and in a professional manner is required.
- Critique, feedback and training are part of the job
- Required to observe all safety regulations in house
- Load raw video and still photos to the Web site prior to editing television video
- Communicate with the web staff during breaking news
- Manage storage space in video clip bins and maintain a still photo library
- Explore ways to increase visual content on the Web site
- Working knowledge of local geography and road routes is strongly preferred.
- Follow clothing and appearance guidelines
- Perform other duties as assigned
- Work evenings, weekends and holidays as needed

Working Conditions:

- Must be able to walk for extended periods while carrying equipment, carry up to 50 lbs.
- Must be able to stand and walk for extended periods
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility. Frequent lifting
- Exposure to atmospheric conditions will be encountered; significant outdoor work in all weather conditions is to be expected. Occasionally morning, evening, or weekend work is required.

Short copy:

Editor/Photographer – The #1 station in the 68th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

We want someone who has both the skills and the desire to do all of these tasks on different days. There is a fairly large sports component to this position.

The ability to work well on a team is also required. The WDBJ7 newsroom is filled with journalists who not only strive to grow and learn each day but also help their coworkers do the same. We are looking for someone who will fit in with the culture of teamwork and collaboration we have created here at WDBJ7. If you think you are ready for this unique challenge, apply online at www.gray.tv/applynow and also email sshultz@wdbj7.com. Please include a link to examples of your recent work.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Martha Graves

From: jobs@tvjobs.com
Sent: Tuesday, February 02, 2021 12:16 PM
To: Martha Graves
Subject: TVJobs.com - Editor - Photographer listing reinstated

JOB POSTING NOTIFICATION FROM TVJOBS

Monica Taylor,

Your "Editor - Photographer" position was just re-instated in the TVJobs Database and is now available online...

Station : WDBJ
Position: Editor - Photographer
Category: News - Editor (Non-Linear)
Database: Television
Job ID : TVJ#34372890
Posted : 2/2/2021
Expires : 4/2/2021
Status : Registered Employer - Job Re-instated Ad Text :

Editor - Photographer

The #1 station in the 68th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

We want someone who has both the skills and the desire to do all of these tasks on different days. There is a fairly large sports component to this position.

The ability to work well on a team is also required. The WDBJ7 newsroom is filled with journalists who not only strive to grow and learn each day but also help their coworkers do the same. We are looking for someone who will fit in with the culture of teamwork and collaboration we have created here at WDBJ7. If you think you are ready for this unique challenge, apply online at

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2f%2fwww.gray.tv%2fapplynow&c=E,1,T63tra5oen3mRmiWdpvdMydkEtQZHuckrAuFygoD8tyLHABvpwvmvKvobCNLlh3mLoCdYLhdMtYazu3g1FP_d2ib7Pr2s0TgfaWztekH96qfrc0DyPHCqL_jCTOsV&typo=1 and also email sshultz@wdbj7.com. Please include a link to examples of your recent work.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Human Resources Manager
WDBJ
2807 Hershberger Road
Roanoke, VA 24017

Notes:

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Thursday, January 09, 2020 10:40 AM
To: Martha Graves
Subject: RE: WDBJ - Job postings

Thanks

From: Martha Graves <mgraves@wdbj7.com>
Sent: Thursday, January 9, 2020 9:52 AM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Job postings

The following two jobs are available at WDBJ Television in Roanoke, VA.

Please confirm receipt for EEO purposes.

Thank you.

Editor-Photographer

The #1 station in the 68th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

We want someone who has both the skills and the desire to do all of these tasks on different days. There is a fairly large sports component to this position.

The ability to work well on a team is also required. The WDBJ7 newsroom is filled with journalists who not only strive to grow and learn each day but also help their coworkers do the same. We are looking for someone who will fit in with the culture of teamwork and collaboration we have created here at WDBJ7. If you think you are ready for this unique challenge, apply online at www.gray.tv/applynow and also email sshultz@wdbj7.com. Please include a link to examples of your recent work.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Graphic Artist

WDBJ7, the number one CBS affiliate in beautiful Roanoke, Virginia is looking for an experienced and talented Graphic Artist for the station's Creative Services Department. This position is responsible for designing on-air and online graphics and animations for client commercials, station promotion, and broadcast news.

The ideal candidate will be creative communicator with expert knowledge of design software including Adobe Creative Suite and Adobe After Effects.

3-D animation and Adobe Premiere editing experience is required. An advanced sense of color composition and typography is necessary. Articulate, enthusiastic self-starters who enjoy collaborating with multiple departments (news, sales, and promotion) would have an edge.

Send examples of best work or link to your reel to: Jdagostino@wdbj7.com and apply online at <https://www.gray.tv/applynow>.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|-----------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Digital Sales Support/ Junior Account Executive | Date Filled: 6/14/2021 |
| Recruitment Source ("RS") Referring Hiree: WDBJ Website | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 2 |
| 7 | Hampden-Sydney College (Handshake) | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | 1 |

Job Description

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------|--------------------------------------------------|
| Internal Job Title (Job Code Description): | Coordinator Digital Marketing | External Job Title: | Digital Sales Support / Junior Account Executive |
| Job Code: | 45D1WD (H) | Department: | Sales |
| Reports To: | Digital Sales Manager | Location: | Roanoke, Virginia |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Administrative | Supervises Others? | No |
| Purpose: | | | |
| Digital Sales Support/ Jr AE is responsible for the administrative support of digital sales operations. In addition to Digital Sales Support this position would serve as a developmental position to a Digital Sales position. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1 - 3 years working experience | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Proficient in Word, Excel and PowerPoint • Knowledge of digital advertising sales processes • Overall knowledge of Digital Advertising landscape • Experience with Wide Orbit and Matrix preferred • Excellent written and verbal communication skills • Excellent organizational and time management skills • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision • Ability to be flexible and multi-task is essential • High level of accuracy required • Ability to work well with staff and customers as necessary • Ability to remain positive and foster a positive work environment • Strong initiative and attention to detail is required • Willingness to learn all research and utilize in client proposals effectively | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • Associate or Bachelor Degree Preferred | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid driver's license with a good driving record | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Assists sales team with designing client proposals • Generate and update presentation materials | | | |

Job Description

- Submit Digital Design requests for Digital Ad Creation
- Provide order entry support of all digital orders
- Assist with the analysis and creation of Digital Campaign Reporting
- Communicate effectively with account executives and management
- Check new orders, revisions, pre-emption, and make-goods
- Maintain and update Matrix (CRM) for Digital Accounts
- Provide Customer Service to specific clients as required
- Create informational and research pieces using Excel, Word and/or PowerPoint
- Maintain files, answers phones and performs other administrative duties as
- Coordinate assigned special programs for the station
- Assist Digital Sales Manager as needed
- Perform other job-related duties as assigned

Working Conditions:

- Duties are performed mostly indoors in an office environment.
- Requires sitting for extended periods of time
- Employee will be exposed to atmospheric conditions
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk, and hear.
- Work regular 40-hour work week. Some nights, weekends and holiday may be required.

Digital Entry Level Sales Role

Digital Sales Support / Junior Account Executive: This position is for an entry level digital sales person. The individual begins their career in a salaried support role and transitions into the complete digital sales role.

Position supports current digital accounts including but not limited to the following responsibilities:

1. Wide Orbit Order Entry
2. Digital Design Submissions
3. LocalX On Boarding
4. Proposal Development
5. Digital Performance Reporting

In addition to these support/development tasks the position would include the requirement for New Business Development. Prospecting and closing new digital opportunities.

If this opportunity is something you have been looking for and you want to be a part of a winning sales team then send your resume to Ceagan@wdbj7.com and apply on line at also, apply online at <https://gray.tv/careers#currentopenings>

Martha Graves

From: Shavonne Perry
Sent: Wednesday, April 21, 2021 9:12 AM
To: Martha Graves
Subject: WDBJ - Job Has Been Posted

Good morning!

The station's job(s) has been approved and published to both the Gray Career page and the Indeed today. If you have any other jobs they are currently being processed and will be published shortly.

1. Digital Sales Support/Junior Account Executive

Thanks,



Shavonne Perry, SHRM-SCP

Director, HR & Employee Relations

4370 Peachtree Road NE • Atlanta, GA 30319

📞 470.225.5410 | 📠 678.580.8622 | 📠 404.220.9218



✕ Roanoke, VA 24017, U... ▾ Job Category ▾ Schedule ▾

Reset

Showing 5 of 5 opportunities

By Newest ▾

DIGITAL SALES SUPPORT/ JUNIOR ACCOUNT EXECUTIVE - WDBJ

Today

Job Category: Sales

Requisition Number: SALES01393

Schedule: Full Time

Roanoke, VA 24017, USA

The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our brand-new, state-of-the-art Multimedia Control Center. The person we hire will direct newscasts in addition to performing duties associated with broadcasting WDBJ7's television signal. The successful candidate will work directly with the newscast producers and anchors to put together fast-paced live news broadcasts. The individual will be responsible for all technical aspects of the newscast including video, audio, graphics, transitions and camera movements.

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Thursday, May 06, 2021 1:33 PM
To: Martha Graves
Subject: RE: WDBJ - Job Opening Digital Entry Level Sales

thanks

Mary E. Wells-Garland, MS, CRP
Supervisory Vocational Rehabilitation Specialist
VHA-Vocational Rehabilitation Services
Program Manager

1970 Roanoke Blvd, B9, O-3a
Salem, VA 24153
Office: 540-982-2453 x3102
Mobile: 540-589-2584

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Thursday, May 6, 2021 1:23 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Job Opening Digital Entry Level Sales

The following job is available a WDBJ in Roanoke VA. Please confirm receipt by return email for EEO purposes. Thank you.

Digital Entry Level Sales Role

Digital Sales Support / Junior Account Executive: This position is for an entry level digital sales person. The individual begins their career in a salaried support role and transitions into the complete digital sales role.

Position supports current digital accounts including but not limited to the following responsibilities:

1. Wide Orbit Order Entry
2. Digital Design Submissions
3. LocalX On Boarding
4. Proposal Development
5. Digital Performance Reporting

In addition to these support/development tasks the position would include the requirement for New Business Development. Prospecting and closing new digital opportunities.

If this opportunity is something you have been looking for and you want to be a part of a winning sales team then send your resume to Ceagan@wdbj7.com and apply on line at also, apply online at <https://gray.tv/careers#currentopenings>

send your resume and a link to your recent work to Eric Walters, News Director, at ewalters@wdbj7.com and also, apply online at <https://www.gray.tv/applynow>.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 7/21/2021 |
| Recruitment Source (“RS”) Referring Hiree: Employee/Former Employee Referral | Total Number of Interviewees: 6 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Employee / Former Employee Referral | N | 1 |
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 5 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | |

Job Description

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|----------------|
| Internal Job Title (Job Code Description): | MMJ H | External Job Title: | MMJ / Reporter |
| Job Code: | MMJ103 | Department: | |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>The MMJ position writes, shoots and edits news stories. Must shoot and edit his/her own video, cultivate sources and enterprise stories. Coverage is on-air, live or taped, and on-line. The ability to tell stories with superior live reporting skills, enterprise story coverage and serve as a newsroom leader by working with producers to establish the best story coverage, placement and scripting. Strong emphasis will be placed on all reporting elements.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • At least two years of television reporting is preferred • Experience with ENPS newsroom software and/or Grass Valley non-linear editing a plus. • Experience with web writing, social media posts is required • Excellent broadcasting writing experience is a must • Experience with digital cameras. • Editorial leadership skills a plus • Have experience with many platforms including web, mobile and social networks | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a dynamic product. • Strong initiative, attention to detail, and advanced ethical decision-making skills required. • Must possess excellent interview and conversational writing skills • Excellent live reporting skills and strong on-camera presentation skills required • Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use • Ability to shoot and edit video with digital cameras • Able to produce and post content to our websites • Intermediate knowledge of social media • Must be able to work independently with limited supervision • Work well in a team environment • Ability to meet tight deadlines and well under pressure • Strong initiative and attention to detail is required • Demonstrate solid news judgment and journalistic ethics | | | |

Job Description

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| <ul style="list-style-type: none"> • Maintain professional and ethical conduct at the station and in the community • Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers • Strong research skills, including the ability to navigate online search engines • Must stay current with national and local news/weather • Ability to enterprise local hard-news stories |
| Education: |
| <ul style="list-style-type: none"> • Bachelors Degree in journalism or related field required |
| Licensing/Certifications: |
| <ul style="list-style-type: none"> • Must hold a valid driver's license and be insurable |
| Essential Functions: |
| <ul style="list-style-type: none"> • Arrive to the editorial meeting on-time at the start of your shift with at least two story ideas that could be produced for that day's newscasts • Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed. • Must be willing to work flexible hours and possess the ability to work well with co-workers. Performs other duties as assigned to general assignment reporter. • Develops, investigates, writes, reports and edits stories of interest • When assigned a laptop, write and post a Web story in the car on the way back to the station. • Edit packages using Edius system • Follow clothing and appearance guidelines. • Ability to generate investigative stories using sources to dig deeper • Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports. • Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station. • Perform creative and explanatory live shots and stand-ups. • Writes and post website stories prior to airing of the television version • Work mornings, evenings, weekends and holidays as needed • Performs other incidental and related duties as required and assigned • Research, gather, write and report news stories for on-air and online in the most accurate, appealing, timely and creative way using all sources • Report "live" on the scene, especially during breaking news • Conduct interviews in the field and on-set • Develop and maintain sources of information and knowledge about assignments • Demonstrate sound news judgment, collaborate with others to present the story in the best way • Enterprise hard-news, research-driven packages under tight deadlines • Participate in story selection process through meetings, regularly contribute story ideas • Attend/host/speak at community service, schools, and community events; meet and greet viewers • Post and regularly update stories and other material on the web, often remotely while traveling • Must update social media sites daily, including Facebook, to report stories and interact with viewers • Possess a broad and working knowledge of the viewing area, including people, places, things, and history • Enter CG text and times into newsroom software 30 minutes prior to newscasts • Use knowledge of appropriate lighting to enhance overall news presentation • Present TV stories in alternative ways at least twice a week (non-package presentation) • Produce daily one reporter package and one vo/sot/vo or other contribution on a different story • Critique, feedback, and training are part of the job |

Job Description

- Communicate with the web staff and other appropriate staff members during breaking news
- Follow clothing and appearance guidelines.
- Must be a visual storyteller; perform creative stand-ups and explanatory live shorts
- Perform other job-related duties as assigned

Working Conditions:

- Must be able to stand for extended periods
- Ability to lift 50lbs for short distances
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.
- Employee will be exposed to atmospheric conditions. Employees should expect substantial outdoor work in all weather conditions

MMJ – The dominant #1 station in the 68th largest market in the country is looking for a journalist to work as an MMJ. The person we hire will work as an MMJ during the week. We are looking for someone with a conversational delivery who can write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are crucial for this job. If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is preferred. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Monday, May 17, 2021 9:59 AM
To: Martha Graves
Subject: Re: WDBJ - Job Opening

Thank you

Get [Outlook for iOS](#)

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Thursday, May 13, 2021 1:24:08 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Job Opening

The following job is available a WDBJ in Roanoke VA. Please confirm receipt by return email for EEO purposes. Thank you.

Multimedia Journalist

WDBJ7 is looking for a Multimedia Journalist with a passion for telling stories. We want to hire a journalist who is ready to immerse themselves in their community, find the stories that truly affect their area and do some really impactful reporting.

WDBJ7 is #1 TV station in its market. We have been the dominate station in this market for more than six decades and we are always focused on growing and improving. We want someone who has the same commitment to getting better each and every day. This job is a great opportunity for a hungry journalist to take their skills to a whole new level.

Strong shooting and editing skills are a must for this position. The ability to dig up lead story ideas each day is also a priority. We are looking for an individual with one to three years' experience in the broadcast industry with a Bachelor's Degree in journalism or other related field.

If you love reporting, want to be part of a winning team and really make a difference in your community then send your resume and a link to your recent work to Eric Walters, News Director, at ewalters@wdbj7.com and also, apply online at <https://www.gray.tv/applynow>.

Martha Graves

540-777-3201





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Current Company: **WDBJ-TV**

[Manage Jobs](#)

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Add Job Posting

| Position | Location | Type | Dept | Added | Edit |
|-----------------------------------|-------------------------------|-----------|------------|-----------|----------------------|
| Multimedia Journalist | WDBJ Television - Roanoke, VA | Full Time | News | 5/6/2021 | Edit |
| Multimedia Journalist | WDBJ Television - Roanoke, VA | Full Time | News | 5/6/2021 | Edit |
| Lifestyle/News Producer | WDBJ Television - Roanoke, VA | Full Time | News | 3/25/2021 | Edit |
| Technical Media Producer/Director | Roanoke, VA | Full Time | Production | 2/26/2021 | Edit |
| Producer | Roanoke, VA | Full Time | News | 2/17/2021 | Edit |

**WDBJ-DT / WZBJ-DT / WZBJ-CD
ABBREVIATED VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|------------------------------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 8/16/2021 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: <i>See Note Below</i> |

Note: Please see the Vacancy Data Form for the Multimedia Journalist position filled on 7/21/2021 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: TMP | Date Filled: 8/2/2021 |
| Recruitment Source ("RS") Referring Hiree: Employee/Former Employee Referral | Total Number of Interviewees: 4 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Employee/Former Employee Referral | N | 1 |
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 3 |
| 7 | Hampden-Sydney College (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 42 | Virginia Assoc. of Broadcasters | N | |
| 43 | Virginia Radio Television (VARTV.com) | N | |
| 45 | Virginia Tech | N | |
| 47 | Virginia Western Community College | N | |
| 52 | WDBJ Website | N | |

Job Description

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------|
| Internal Job Title (Job Code Description): | Technical Media Producer H TMP (ASSO.) H T1O1WD TMP (PRIMARY) H T2O1WD TMP (SR.) H T4O1WD TMP (W/E, SEC.) H T6O1WD | External Job Title: | TMP |
| Job Code: | Above | Department: | News - Production |
| Reports To: | Operations Manager | Location: | |
| Company: | | Position Type: | Full Time or part time |
| FLSA Status: | Nonexempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| The Technical Media Producer will work in WDBJ7's state-of-the-art control center and will be responsible for directing live or pre-recorded productions as assigned including daily newscasts, monitor on-air signals for all programming streams, transmitter, and FCC logs, and ingest daily programming and commercials. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • Six months – 1 year | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Prepare and direct live and pre-recorded productions for WDBJ and WDBJ.com • Work with other departments including WDBJ's newsroom to coordinate and produce top-rated television and digital programs • Monitor on-air signals for WDBJ and ingest daily programming and commercials • Operate Viz Opus (including cameras and audio console), Photoshop software, and supporting equipment in WDBJ media control center • Occasional operation of Edius and Premiere Pro editing software • Operation of studio teleprompter • Regular care and maintenance of equipment and studio • Work closely with other departments to meet daily demands as necessary • Work with Vizrt automation, master control video switcher and Crispin automation, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform at the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production. • Understanding of FCC program and transmitter logs, and all FCC broadcast regulations. • Work with iNEWS, newsroom computer system. • Understanding of all equipment in studios and production areas. • Dedication to care of equipment. • Work closely with all other departments to meet all daily demands. | | | |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Training of new personnel as assigned. • Variable work schedule due to changing shifts, turnover, station projects. Work assignments will at times include morning, evenings, weekends, and holidays. • Other Duties as Assigned |
| Education: |
| <ul style="list-style-type: none"> • Bachelor's Degree |
| Licensing/Certifications: |
| <ul style="list-style-type: none"> • Valid Driver's License |
| Essential Functions: |
| <ul style="list-style-type: none"> • Prepare and direct live and pre-recorded productions for WDBJ and WDBJ.com • Work with other departments including WDBJ's newsroom to coordinate and produce top-rated television and digital programs • Monitor on-air signals for WDBJ and ingest daily programming and commercials • Operate Viz Opus (including cameras and audio console), Photoshop software, and supporting equipment in WDBJ media control center • Occasional operation of Edius and Premiere Pro editing software • Operation of studio teleprompter • Regular care and maintenance of equipment and studio • Work closely with other departments to meet daily demands as necessary • Work with Vizrt automation, master control video switcher and Crispin automation, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform at the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production. • Understanding of FCC program and transmitter logs, and all FCC broadcast regulations. • Work with iNEWS, newsroom computer system. • Understanding of all equipment in studios and production areas. • Dedication to care of equipment. • Work closely with all other departments to meet all daily demands. • Training of new personnel as assigned. • Variable work schedule due to changing shifts, turnover, station projects. Work assignments will at times include morning, evenings, weekends, and holidays. • Other Duties as Assigned |
| Working Conditions: |
| <ul style="list-style-type: none"> • Requires sitting for long periods of time • While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility. • Work is performed in a mostly controlled atmosphere. Some exposure to atmospheric conditions may be encountered. |

Martha Graves

From: Diane Douglas
Sent: Wednesday, February 24, 2021 11:51 AM
To: Martha Graves
Cc: GrayTV - Jobs
Subject: Job Posting Conf.: Technical Media Prod. (F/T) at WDBJ (2/24/21)

Good morning Martha, I do hope all is well there at WDBJ.

Here is your job posting email confirmation for **TMP (F/T) at WDBJ**, you may copy/paste link below to your web address window:

<https://my.peoplesmatter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=bfbedfb8-5e97-4b71-8467-aa9b0142e097&refererUrl=https://gray.tv/>

The position(s) listed above is now active on Peoplematter/SNAG, Indeed.com, and Gray-TV websites as of **2/24/21**.

Let me know if you have any questions!

Diane

Hours of Availability:

Mon.–Thurs. 10am – 4:30pm

Fri.....9am – 3pm



Douglas .E Diane

Human Resources

4370 Peachtree Road NE • Atlanta, GA 30319

📞 470.225.5400 | 📞 313.622.3323

🌐 Website: www.gray.tv | 📞 Help Desk: (866)344-0890

From: Martha Graves <martha.graves@wdbj7.com>

Sent: Wednesday, February 24, 2021 10:53 AM

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>

Subject: WDBJ - Job Opening for TMP

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Friday, February 26, 2021 2:51 PM
To: Martha Graves
Subject: RE: WDBJ - Job Opening

thanks

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Friday, February 26, 2021 1:53 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Job Opening

The following job is available a WDBJ Television in Roanoke, Virginia. Please confirm receipt by return email for EEO purposes.

Director/Technical Media Producer – Full Time

The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our brand-new, state-of-the-art Multimedia Control Center. The person we hire will direct newscasts in addition to performing duties associated with broadcasting WDBJ7's television signal. The successful candidate will work directly with the newscast producers and anchors to put together fast-paced live news broadcasts. The individual will be responsible for all technical aspects of the newscast including video, audio, graphics, transitions and camera movements. If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmiller@wdbj7.com and also apply at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201

Joy does not simply happen to us. We have to choose joy and keep choosing it every day." – Henri Nouwen



CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
ABBREVIATED VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|------------------------------------------------------------|
| Full-Time Job Title: TMP | Date Filled: 11/1/2021 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: <i>See Note Below</i> |

Note: Please see the Vacancy Data Form for the TMP position filled on 8/2/2021 recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Multimedia Journalist/Anchor | Date Filled: 9/8/2021 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Employee / Former Employee Referral | N | 1 |
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 2 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 44 | Virginia State University | N | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|----------------|
| Internal Job Title (Job Code Description): | MMJ-Anchor H | External Job Title: | MMJ / Reporter |
| Job Code: | MMJ103 | Department: | |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>The Anchor/MMJ position writes, shoots and edits news stories. Must shoot and edit his/her own video, cultivate sources and enterprise stories. Coverage is on-air, live or taped, and on-line. The ability to tell stories with superior live reporting skills, enterprise story coverage and serve as a newsroom leader by working with producers to establish the best story coverage, placement and scripting. Strong emphasis will be placed on all reporting elements.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • At least two years of television reporting and/or anchoring is preferred • Anchoring experience is preferred • Experience with ENPS newsroom software and/or Grass Valley non-linear editing a plus. • Experience with web writing, social media posts is required • Excellent broadcasting writing experience is a must • Experience with digital cameras. • Editorial leadership skills a plus • Have experience with many platforms including web, mobile and social networks | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Must possess a strong understanding of daily newscast content ,and work in conjunction with producers to develop a dynamic product. • Strong initiative, attention to detail, and advanced ethical decision-making skills required. • Must possess excellent interview and conversational writing skills • Excellent live reporting skills and strong on-camera presentation skills required • Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use • Ability to shoot and edit video with digital cameras • Able to produce and post content to our websites • Intermediate knowledge of social media • Must be able to work independently with limited supervision • Work well in a team environment • Ability to meet tight deadlines and well under pressure • Strong initiative and attention to detail is required | | | |

Job Description

- Demonstrate solid news judgment and journalistic ethics
- Maintain professional and ethical conduct at the station and in the community
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Strong research skills, including the ability to navigate online search engines
- Must stay current with national and local news/weather
- Ability to enterprise local hard-news stories

Education:

- Bachelors Degree in journalism or related field required

Licensing/Certifications:

- Must hold a valid driver's license and be insurable

Essential Functions:

- Arrive to the editorial meeting on-time at the start of your shift with at least two story ideas that could be produced for that day's newscasts
- Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed.
- Must be willing to work flexible hours and possess the ability to work well with co-workers. Performs other duties as assigned to general assignment reporter.
- Develops, investigates, writes, reports and edits stories of interest
- When assigned a laptop write and post a Web story in the car on the way back to the station.
- Edit packages using Grass Valley system
- Follow clothing and appearance guidelines.
- Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports.
- Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station.
- Work evenings, weekends and holidays as needed
- Report "live" on the scene, especially during breaking news
- Make regular beat checks
- Conduct interviews in the field and on-set
- Develop and maintain sources of information and knowledge about assignments
- Attend/host/speak at community service, schools, and community events; meet and greet viewers
- Enter CG text and times into newsroom software 30 minutes prior to newscasts
- Produce daily one reporter package and one vo/sot/vo or other contribution on a different story
- Critique, feedback, and training are part of the job
- Communicate with the web staff and other appropriate staff members during breaking news
- Must be a visual storyteller; perform creative stand-ups and explanatory live shorts
- Evenings, weekends, and some holidays may be required
- Perform other job-related duties as assigned

Working Conditions:

- Must be able to stand for extended periods
- Ability to lift 50-70 lbs for short distances
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance;

Job Description

stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.

- Employee will be exposed to atmospheric conditions. Employees should expect substantial outdoor work in all weather conditions

Anchor/MMJ – The dominant #1 station in the 68th largest market in the country is looking for a journalist to anchor and also work as an MMJ. The person we hire will anchor newscasts each day and will be required to report as needed. Both parts of this job are equally important.

We are looking for someone with a conversational delivery on the anchor desk who can also, write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are crucial for this job.

If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is required. Prior anchoring experience is preferred. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves

From: jobs@tvjobs.com
Sent: Thursday, July 01, 2021 2:40 PM
To: Martha Graves
Subject: TVJobs.com - Anchor-MMJ job posted

JOB POSTING NOTIFICATION FROM TVJOBS

Monica Taylor,

Your "Anchor-MMJ" position was just posted in the https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,HyjXsMUeE599dCUXtXKpbtA6EJ1BL6ZvK3KBNU-shmuFoCckTYQPvrIQ3Jl1CbJGOV6Ewf-8UoIZBY6eN1XI4yMTy2fUMQQTPzas4JpjAmYDu3LET_b4Gs,&typo=1 Database and is now available online...

Station : WDBJ

Position: Anchor-MMJ

Category: News / Talent - Anchor - Reporter Job ID : TVJ#34381194 Posted : 7/1/2021 Expires : 8/31/2021 Status : Registered Employer - Job Posted Ad Text :

Anchor-MMJ

Anchor/MMJ – The dominant #1 station in the 68th largest market in the country is looking for a journalist to anchor and also work as an MMJ. The person we hire will anchor newscasts each day and will be required to report as needed. Both parts of this job are equally important.

We are looking for someone with a conversational delivery on the anchor desk who can also, write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are crucial for this job.

If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is required. Prior anchoring experience is preferred. Applicants should apply at https://linkprotect.cudasvc.com/url?a=https%3a%2f%2f%2fwww.gray.tv%2fapplynow&c=E,1,yOWAEoj3Mf2eNnQnpi623_UkwI8Cn6RSeDITcBiaYLnOXIIIN70bTh-bR1VhsyRar_nrlOo2iZZzmFYXVXeyP_tF9NKAA1JuTIPXEihNRYjEMzUo3gchFZWjfg,,&typo=1 and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Human Resources Manager
WDBJ
2807 Hershberger Road
Roanoke, VA 24017

Notes:

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Thursday, July 01, 2021 2:35 PM
To: Martha Graves
Subject: Re: WDBJ Television - Anchor/MMJ job posting

Thanks

Get [Outlook for iOS](#)

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Thursday, July 1, 2021 2:33:24 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>; Saunders, John SAMVAMC <John.Saunders4@va.gov>
Subject: [EXTERNAL] WDBJ Television - Anchor/MMJ job posting

The following job is available at WDBJ Television in Roanoke VA. Please confirm receipt by return email for EEO purposes.

Thank you.

=====

Anchor/MMJ

The dominant #1 station in the 68th largest market in the country is looking for a journalist to anchor and also work as an MMJ. The person we hire will anchor newscasts each day and will be required to report as needed. Both parts of this job are equally important.

We are looking for someone with a conversational delivery on the anchor desk who can also, write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are crucial for this job.

If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is required. Prior anchoring experience is preferred. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Digital News Producer | Date Filled: 12/13/2021 |
| Recruitment Source (“RS”) Referring Hiree: Gray TV/Careers | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 3 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 43 | Virginia Radio Television (VARTV.com) | N | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------|------------------|
| Internal Job Title (Job Code Description): | Producer-Digital News (h) | External Job Title: | Digital Producer |
| Job Code: | YBN1WD | Department: | News |
| Reports To: | | Location: | |
| Company: | | Position Type: | |
| FLSA Status: | Non-Exempt | Grade Level/Salary Range: | |
| EEO Code: | Professionals | Supervises Others? | No |
| Purpose: | | | |
| The digital producer writes, reports, and edits news stories; generates story ideas; provides unique social media posts; while overseeing the overall look and content of the web site. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1 – 3 years' experience in journalism | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <p>Be able to write clearly and accurately</p> <p>Must possess excellent interview and conversational writing skills</p> <p>Ability to shoot and edit video; create personalized stories for the web</p> <p>Able to produce and post content to our websites</p> <p>Comprehensive understanding of sports and knowledge of local sports news and athletes</p> <p>Able to use social media outlets to engage viewers</p> <p>Strong emphasis on professional social media skills as related to journalism</p> <p>Must be able to work well under pressure and with limited supervision</p> <p>Strong initiative and attention to detail is required</p> <p>Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers</p> <p>Solid keyboarding skills</p> | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • High School Diploma/GED and some college | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid Driver's License | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Use writing skills for on-line • Write and post website stories, videos, photos • Create eye catching visuals for website traffic (stickiness, click throughs) • Develops and maintains sources • Participates in story selection process through meetings; attendance at editorial meetings is required | | | |

- Various shift work will be required; Holiday work required
- Critique, feedback and training are part of the job
- Follow clothing and appearance guidelines
- Perform other duties as assigned

Working Conditions:

- Possible exposure to atmospheric conditions
- Must be able to walk for extended periods while carrying equipment
- Must be able to stand for extended periods
- Must be able to kneel, crouch, stoop
- While at sporting events watch for game interference, e.g. players running out of bounds, foul balls

D Hughes write-up 1/28/19

Digital Producer – WDBJ7 is the Digital News Leader in the Roanoke/Lynchburg market and we are looking for an innovative individual with a passion for news. The digital producer writes, reports, and edits news stories; generates story ideas, provides unique social media posts while overseeing the overall look and content of the web site.

WDBJ7 has the top news website, Facebook page and twitter feed in the area. We want someone who is not only enthusiastic about helping us grow our current digital platforms but also interested in helping us find new avenues to serve our viewers here in the digital age.

This is a very exciting time for the news business. People are viewing more news than ever and we have so many digital tools available to keep our viewers informed. We want a Digital Producer who is excited about finding creative ways to use these digital tools while also on the lookout for the next big thing. The digital landscape is changing every day so innovation and creativity are crucial for our business.

Attention to detail, organization, and strong writing skills are also a priority for this position. It's a big job but the person we hire will be surrounded by an amazing team and a group of managers focused on helping them learn and grow each and every day. This could be your opportunity to take your career to the next level!

Are you up for the challenge? If so, apply online at www.gray.tv/applynow and also email your resume along with some examples of your writing to david.hughes@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Thursday, August 26, 2021 2:21 PM
To: Martha Graves
Subject: RE: WDBJ job posting - Digital news producer

Thank you

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Thursday, August 26, 2021 1:33 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ job posting - Digital news producer

The position below is available at WDBJ Television in Roanoke, VA. Please confirm receipt by return email for EEO purposes. Thank you.

Digital News Producer

WDBJ7 is the Digital News Leader in the Roanoke/Lynchburg market and we are looking for an innovative individual with a passion for news. The digital producer writes, reports, and edits news stories; generates story ideas, provides unique social media posts while overseeing the overall look and content of the web site.

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Are you up for the challenge? If so, apply online at www.gray.tv/applynow and also email your resume along with some examples of your writing to ewalters@wdbj7.com.

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Martha Graves

Martha Graves

From: Martha Graves
Sent: Thursday, August 26, 2021 1:33 PM
To: ads@vartv.com
Subject: WDBJ job posting - Digital news producer

The position below is available at WDBJ Television in Roanoke, VA. Please confirm receipt by return email for EEO purposes. Thank you.

Digital News Producer

WDBJ7 is the Digital News Leader in the Roanoke/Lynchburg market and we are looking for an innovative individual with a passion for news. The digital producer writes, reports, and edits news stories; generates story ideas, provides unique social media posts while overseeing the overall look and content of the web site.

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WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Martha Graves
540-777-3201

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Producer Primary (News) | Date Filled: 1/12/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: 2 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 2 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 10 | Howard University | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 40 | University of VA (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 43 | Virginia Radio Television (VARTV.com) | N | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | |

Job Description

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------|-----------|
| Internal Job Title (Job Code Description): | Producer E | External Job Title: | Producer |
| Job Code: | 1061 | Department: | News |
| Reports To: | Executive Producer | Location: | |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Exempt | Grade Level/Salary Range: | |
| EEO Code: | Professionals | Supervises Others? | No |
| Purpose: | | | |
| <p>Produces memorable newscasts, overseeing and executing all editorial and production elements of broadcasts including editing, writing, ordering/creating graphics, and coordinating live shots. Engages in and produces for social media to help promote digital products, communicates information to viewers and receive tips from them.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years experience • 3-5 years of producing experience in broadcast news. | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Clear, concise, conversational writing skills • Excellent communication skills • Demonstrate solid news judgment • Maintain strong journalistic ethics • Strong initiative and attention to details • Be creative and create compelling and memorable newscasts • Knowledge of newsroom software • Knowledge of web posting software • Edit video and audio on industry standard equipment • Build graphics and use effectively in shows • Handle and adjust to last-minute changes • Make quick, accurate decisions during the on-air process • Strong research skills, including online research using various search engines • Ability to stay current with national and local news/weather • Intermediate level knowledge of social media • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision • Demonstrate leadership through training and mentoring less experienced staff members; guide others to get the desired outcome • Ability to remain positive and foster a positive work environment; work well with co-workers | | | |

Job Description

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Education: | | | |
| <ul style="list-style-type: none"> • Bachelor's degree | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid driver's license with a good driving record | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Prioritize, organize, and produce newscasts • Maintain working knowledge of current events, community issues, and local contacts • Search wire services, network feeds, websites and others sources to find relevant material for newscasts • Work with news management to determine which stories to air during evening newscast • Coordinate story assignments with assignment manager • Collaborate with news operations staff to build graphics • Act as leader in facilitating teamwork of staff members • Accurately edit video with an eye for visual elements that make stories understandable to the viewer • Work with directors and anchors on presentation of stories • Write news stories • Monitor competition's shows and website for missed leads • Assist producers in formatting other newscasts • Assist reporters on story development, story expectations, and accurately gathering information under pressure • Write creative headlines and teases • Research and brainstorm story ideas, present ideas in editorial meetings • Generate promotable story ideas daily • Post and update stories to station website and social media sites, engage viewers • Communicate with the web staff during breaking news • Perform other job-related duties as assigned | | | |
| Working Conditions: | | | |
| <ul style="list-style-type: none"> • Duties are performed mostly indoors in an office environment. • Work includes sitting for prolonged periods. • Occasional exposure to atmospheric conditions. • While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, balance, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk and hear. • Some weekends, evenings, and holidays required. | | | |
| | | | |
| | | | |
| | | | |

← Jobs (/jobs)

Producer

Job #5438079 • Created 10/1/2021 by Martha Graves • Expires 12/3/2021

Edit
(/jobs/5438079/edit)

More Actions ▾

Details (/jobs/5438079) **Schools (/jobs/5438079/schools)** **Matches (/jobs/5438079/matches)** **Applicants (1)**

Targeted schools

[Post to more schools \(/jobs/5438079/edit?initial_page=3\)](/jobs/5438079/edit?initial_page=3)

Approved (15)

| School | Status | Applications | Comments | Apply Start | Expiration | |
|--------------------------|----------|--------------|----------|-------------|------------|---|
| Averett University | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| Hampden-Sydney College | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| Hollins University | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| James Madison University | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| Liberty University | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| Longwood University | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| Mary Baldwin University | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| Radford University | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| Roanoke College | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| UNC Asheville | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |

< 1/2 >

← Jobs (/jobs)

Producer

Job #5438079 • Created 10/1/2021 by Martha Graves • Expires 12/3/2021

Edit
(/jobs/5438079/edit)

More Actions ▾

Details (/jobs/5438079) **Schools (/jobs/5438079/schools)** **Matches (/jobs/5438079/matches)** **Applicants (1)**

Targeted schools

[Post to more schools \(/jobs/5438079/edit?initial_page=3\)](/jobs/5438079/edit?initial_page=3)

Approved (15)

| School | Status | Applications | Comments | Apply Start | Expiration | |
|--------------------------------------------|----------|--------------|----------|-------------|------------|---|
| University of Mary Washington | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| University of Missouri - Columbia | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| University of North Carolina - Chapel Hill | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |
| University of Virginia | Approved | 1 | 1 | 10/4/21 | 11/7/21 | ☰ |
| Virginia Tech | Approved | 0 | 0 | 10/4/21 | 12/3/21 | ☰ |

< 2 / 2 >

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Friday, October 01, 2021 11:58 AM
To: Martha Graves
Subject: RE: WDBJ - Job Posting - News Producer -

Thank you

Mary E. Wells-Garland, MS, CRP
Supervisory Vocational Rehabilitation Specialist
VHA-Vocational Rehabilitation Services
Program Manager

1970 Roanoke Blvd, B9, O-3a
Salem, VA 24153
Office: 540-982-2453 x3102
Mobile: 540-589-2584

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Friday, October 1, 2021 11:46 AM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Job Posting - News Producer -

WDBJ Television in Roanoke, VA has a job opening for a news producer. Please confirm receipt by return email for EEO purposes. Thank you.

News Producer

The producer is one of the most crucial positions at a television station. It requires someone who is a strong leader, excellent communicator, organized and also passionate about the news.

This producer position has the potential to serve as a huge opportunity for a journalist who is looking to advance in this business. WDBJ7 is focused on training and growing producers who have an interest in not only putting together incredible newscasts but also working toward a goal of either entering management or working in a big time market.

Our News Director, Assistant News Director and Executive Producer all have extensive producing experience and will be focused on helping the person we hire be their absolute best in this position.

If you are ready to take your career to the next level, email your resume and a recent newscast to our News Director, Eric Walters at ewalters@wdbj7.com. Also, apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 3/7/2022 |
| Recruitment Source ("RS") Referring Hiree: Internal Hire/Promotion | Total Number of Interviewees: 6 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Employee / Former Employee Referral | N | 1 |
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 2 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 11 | Internal Hire/ Promotion | N | 3 |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 42 | Virginia Assoc. of Broadcasters | N | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|----------------|
| Internal Job Title (Job Code Description): | MMJ H | External Job Title: | MMJ / Reporter |
| Job Code: | MMJ103 | Department: | |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>The MMJ position writes, shoots and edits news stories. Must shoot and edit his/her own video, cultivate sources and enterprise stories. Coverage is on-air, live or taped, and on-line. The ability to tell stories with superior live reporting skills, enterprise story coverage and serve as a newsroom leader by working with producers to establish the best story coverage, placement and scripting. Strong emphasis will be placed on all reporting elements.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • At least two years of television reporting is preferred • Experience with ENPS newsroom software and/or Grass Valley non-linear editing a plus. • Experience with web writing, social media posts is required • Excellent broadcasting writing experience is a must • Experience with digital cameras. • Editorial leadership skills a plus • Have experience with many platforms including web, mobile and social networks | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a dynamic product. • Strong initiative, attention to detail, and advanced ethical decision-making skills required. • Must possess excellent interview and conversational writing skills • Excellent live reporting skills and strong on-camera presentation skills required • Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use • Ability to shoot and edit video with digital cameras • Able to produce and post content to our websites • Intermediate knowledge of social media • Must be able to work independently with limited supervision • Work well in a team environment • Ability to meet tight deadlines and well under pressure • Strong initiative and attention to detail is required • Demonstrate solid news judgment and journalistic ethics | | | |

Job Description

- Maintain professional and ethical conduct at the station and in the community
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Strong research skills, including the ability to navigate online search engines
- Must stay current with national and local news/weather
- Ability to enterprise local hard-news stories

Education:

- Bachelors Degree in journalism or related field required

Licensing/Certifications:

- Must hold a valid driver's license and be insurable

Essential Functions:

- Arrive to the editorial meeting on-time at the start of your shift with at least two story ideas that could be produced for that day's newscasts
- Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed.
- Must be willing to work flexible hours and possess the ability to work well with co-workers. Performs other duties as assigned to general assignment reporter.
- Develops, investigates, writes, reports and edits stories of interest
- When assigned a laptop, write and post a Web story in the car on the way back to the station.
- Edit packages using Edius system
- Follow clothing and appearance guidelines.
- Ability to generate investigative stories using sources to dig deeper
- Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports.
- Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station.
- Perform creative and explanatory live shots and stand-ups.
- Writes and post website stories prior to airing of the television version
- Work mornings, evenings, weekends and holidays as needed
- Performs other incidental and related duties as required and assigned
- Research, gather, write and report news stories for on-air and online in the most accurate, appealing, timely and creative way using all sources
- Report "live" on the scene, especially during breaking news
- Conduct interviews in the field and on-set
- Develop and maintain sources of information and knowledge about assignments
- Demonstrate sound news judgment, collaborate with others to present the story in the best way
- Enterprise hard-news, research-driven packages under tight deadlines
- Participate in story selection process through meetings, regularly contribute story ideas
- Attend/host/speak at community service, schools, and community events; meet and greet viewers
- Post and regularly update stories and other material on the web, often remotely while traveling
- Must update social media sites daily, including Facebook, to report stories and interact with viewers
- Possess a broad and working knowledge of the viewing area, including people, places, things, and history
- Enter CG text and times into newsroom software 30 minutes prior to newscasts
- Use knowledge of appropriate lighting to enhance overall news presentation
- Present TV stories in alternative ways at least twice a week (non-package presentation)
- Produce daily one reporter package and one vo/sot/vo or other contribution on a different story
- Critique, feedback, and training are part of the job

Job Description

- Communicate with the web staff and other appropriate staff members during breaking news
- Follow clothing and appearance guidelines.
- Must be a visual storyteller; perform creative stand-ups and explanatory live shorts
- Perform other job-related duties as assigned

Working Conditions:

- Must be able to stand for extended periods
- Ability to lift 50lbs for short distances
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.
- Employee will be exposed to atmospheric conditions. Employees should expect substantial outdoor work in all weather conditions

MMJ – The dominant #1 station in the 68th largest market in the country is looking for a journalist to work as an MMJ. The person we hire will work as an MMJ during the week. We are looking for someone with a conversational delivery who can write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are crucial for this job. If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is preferred. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE

- Home (/)
- My Profile (/users/6823756)
- Company Profile (/employers/174113)

← Jobs (/jobs)

Weekend Anchor / Multiimedia Journalist

Job #5333829 • Created 9/10/2021 by Martha Graves • Expires 12/24/2021

Edit (/jobs/5333829/edit) More Actions ▾

Postings

Jobs (/jobs)

[Details \(/jobs/5333829\)](/jobs/5333829)
[Schools \(/jobs/5333829/schools\)](/jobs/5333829/schools)
[Matches \(/jobs/5333829/matches\)](/jobs/5333829/matches)
[App](#)

Relationships

Search Students (/students)

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Meetings

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Scheduling (/schedules/employer_hostec)

On-Campus

Interviews (/interview_schedules)

Fairs (/career_fairs)

Talent Engagement

Branding

Segments

Campaigns

Analytics

Learn More →
 (https://www.joinhandshake.com/jobs/5333829/schools?utm_source=emp_growth&utm_medium=organic&utm_campaign=weekend_anchor)

Targeted schools

[Post to more schools \(/jobs/5333829/edit?initial_page=3\)](/jobs/5333829/edit?initial_page=3)

Approved (15)

| School | Status | Applications | Comments | Apply Start | Expiration | |
|--------------------------|----------|--------------|----------|-------------|------------|---|
| Averett University | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| Hampden-Sydney College | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| Hollins University | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| James Madison University | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| Liberty University | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| Longwood University | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| Mary Baldwin University | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| Radford University | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| Roanoke College | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| UNC Asheville | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |

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- Home
- (/)
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- Company Profile (/employers/174113)

← Jobs (/jobs)

Weekend Anchor / Multimedia Journalist

Job #5333829 • Created 9/10/2021 by Martha Graves • Expires 12/24/2021

Edit (/jobs/5333829/edit) More Actions ▾

Postings

Jobs (/jobs)

Details (/jobs/5333829) Schools (/jobs/5333829/schools) Matches (/jobs/5333829/matches) App

Relationships

Targeted schools

Post to more schools (/jobs/5333829/edit?initial_page=3)

Search Students (/students)

Approved (15)

Schools

(/employer_approvals)

Contacts

(/contacts)

Meetings

Events

(/events?include_past_events=true)

Scheduling

(/schedules/employer_hostec

On-Campus

Interviews

(/interview_schedules)

Fairs

(/career_fairs)

| School | Status | Applications | Comments | Apply Start | Expiration | |
|--------------------------------------------|----------|--------------|----------|-------------|------------|---|
| University of Mary Washington | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| University of Missouri - Columbia | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| University of North Carolina - Chapel Hill | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| University of Virginia | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |
| Virginia Tech | Approved | 0 | 0 | 10/27/21 | 12/24/21 | ☰ |

< 2 / 2 >

Talent Engagement

Branding

Segments

Campaigns

Analytics

Learn More →

(https://www.joinhandsh: utm_source=emp_growtl tes_module_on_core&utr

Martha Graves

From: Martha Graves
Sent: Friday, September 10, 2021 1:15 PM
To: mary.wells-garland@va.gov
Subject: REVISED - WDBJ Roanoke Virginia Weekend Anchor Job Opening REVISED

Please post the job opening below rather than the one I sent earlier.

Weekend Anchor/MMJ –

The dominant #1 station in the 68th largest market in the country is looking for a journalist to anchor and also work as an MMJ.

The person we hire will anchor six newscasts each weekend and then work as an MMJ during the week. Both parts of this job are equally important. We are looking for someone with a conversational delivery on the anchor desk who can also, write, shoot, edit and present compelling stories live.

The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are also crucial.

If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you.

At least two years of experience working in a television newsroom is required. Prior anchoring experience is preferred.

Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

Thank you.

Martha Graves
540-777-3201



From: Martha Graves
Sent: Friday, September 10, 2021 1:12 PM
To: ads@vartv.com
Subject: WDBJ Roanoke Virginia Weekend Anchor Job Opening REVISED

**WDBJ-DT / WZBJ-DT / WZBJ-CD
ABBREVIATED VACANCY DATA FORM**

| | |
|------------------------------------------------------------------------------|----------------------------------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 5/23/2022 |
| Recruitment Source ("RS") Referring Hiree: Internal Hire/Promotion | Total Number of Interviewees: <i>See Note Below</i> |

Note: Please see the Vacancy Data Form for the Multimedia Journalist position filled on 3/7/2022 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
ABBREVIATED VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|------------------------------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 5/23/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: <i>See Note Below</i> |

Note: Please see the Vacancy Data Form for the Multimedia Journalist position filled on 3/7/2022 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: TMP | Date Filled: 4/11/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: 4 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 4 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 40 | University of VA (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 42 | Virginia Assoc. of Broadcasters | N | |
| 43 | Virginia Radio Television (VARTV.com) | N | |
| 45 | Virginia Tech | N | |
| 47 | Virginia Western Community College | N | |
| 52 | WDBJ Website | N | |

Job Description

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------|------------------------|
| Internal Job Title (Job Code Description): | Technical Media Producer H TMP (ASSO.) H TMP (PRIMARY) H TMP (SR.) H TMP (W/E, SEC.) H | External Job Title: | TMP |
| Job Code: | Above | Department: | News - Production |
| Reports To: | Operations Manager | Location: | |
| Company: | | Position Type: | Full Time or part time |
| FLSA Status: | Nonexempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| The Technical Media Producer will work in WDBJ7's state-of-the-art control center and will be responsible for directing live or pre-recorded productions as assigned including daily newscasts, monitor on-air signals for all programming streams, transmitter, and FCC logs, and ingest daily programming and commercials. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • Six months – 1 year | | | |
| Essential Skills: | | | |
| <ul style="list-style-type: none"> • Prepare and direct live and pre-recorded productions for WDBJ and WDBJ.com • Work with other departments including WDBJ's newsroom to coordinate and produce top-rated television and digital programs • Monitor on-air signals for WDBJ and ingest daily programming and commercials • Operate Viz Opus (including cameras and audio console), Photoshop software, and supporting equipment in WDBJ media control center • Occasional operation of Edius and Premiere Pro editing software • Operation of studio teleprompter • Regular care and maintenance of equipment and studio • Work closely with other departments to meet daily demands as necessary • Work with Vizrt automation, master control video switcher and Crispin automation, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform at the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production. • Understanding of FCC program and transmitter logs, and all FCC broadcast regulations. • Work with iNEWS, newsroom computer system. • Understanding of all equipment in studios and production areas. • Dedication to care of equipment. • Work closely with all other departments to meet all daily demands. | | | |

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Training of new personnel as assigned. • Variable work schedule due to changing shifts, turnover, station projects. Work assignments will at times include morning, evenings, weekends, and holidays. • Other Duties as Assigned |
| Education: |
| <ul style="list-style-type: none"> • Bachelor's Degree |
| Licensing/Certifications: |
| <ul style="list-style-type: none"> • Valid Driver's License |
| Essential Functions: |
| <ul style="list-style-type: none"> • Prepare and direct live and pre-recorded productions for WDBJ and WDBJ.com • Work with other departments including WDBJ's newsroom to coordinate and produce top-rated television and digital programs • Monitor on-air signals for WDBJ and ingest daily programming and commercials • Operate Viz Opus (including cameras and audio console), Photoshop software, and supporting equipment in WDBJ media control center • Occasional operation of Edius and Premiere Pro editing software • Operation of studio teleprompter • Regular care and maintenance of equipment and studio • Work closely with other departments to meet daily demands as necessary • Work with Vizrt automation, master control video switcher and Crispin automation, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform at the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production. • Understanding of FCC program and transmitter logs, and all FCC broadcast regulations. • Work with iNEWS, newsroom computer system. • Understanding of all equipment in studios and production areas. • Dedication to care of equipment. • Work closely with all other departments to meet all daily demands. • Training of new personnel as assigned. • Variable work schedule due to changing shifts, turnover, station projects. Work assignments will at times include morning, evenings, weekends, and holidays. • Other Duties as Assigned |
| Working Conditions: |
| <ul style="list-style-type: none"> • Requires sitting for long periods of time • While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility. • Work is performed in a mostly controlled atmosphere. Some exposure to atmospheric conditions may be encountered. |

| | | |
|------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROD | TMP (ASSO.) T1O1WD | Learning by doing the basic functions of the job under the direct supervision of experienced staff. Assists in preparing and directing weekend and secondary newscasts. |
| PROD | TMP (W/E, SEC.) T6O1WD | Capable and routinely performs all basic duties of the job and prepares and directs weekend and secondary newscasts. |
| PROD | TMP (PRIMARY) T2O1WD | Prepares and directs multiple primary newscasts each week, and/or other special events and high value productions. When rotating directors, this is the person who is primarily responsible for the primary newscast. Under direction from Operations Supervisor, oversees style and format of news production. May also maintain graphic look and standards. |
| PROD | TMP (SR.) T4O1WD | Performs MCC duties and prepares and directs newscasts, special events and high value productions. Oversees FCC requirements for Master Control Operations. Provides Master Control training for entry level TMPs. Monitors, maintains and operates on-air automation system including preparing/ingesting program material and quality control. |

Full Time

Director/Technical Media Producer – The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our brand-new, state-of-the-art Multimedia Control Center. The person we hire will direct newscasts in addition to performing duties associated with broadcasting WDBJ7’s television signal. The successful candidate will work directly with the newscast producers and anchors to put together fast-paced live news broadcasts. The individual will be responsible for all technical aspects of the newscast including video, audio, graphics, transitions and camera movements. If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmillers@wdbj7.com and also apply at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver’s review and testing. EOE

Part Time – TMP (no directing)

The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work part time (20 hours per week) in our state-of-the-art Multimedia Control Center.

The successful candidate will monitor multiple program streams to ensure correct programming and commercial run times; file commercials, programming, and other material into the automation system for broadcast; and work with producers and anchors to direct fast-paced live news broadcasts.

If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmillers@wdbj7.com and [apply here](#).

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

TMP (no directing)

The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our state-of-the-art Multimedia Control Center.

The successful candidate will monitor multiple program streams to ensure correct programming and commercial run times; file commercials, programming, and other material into the automation system for broadcast; and work with producers and anchors to direct fast-paced live news broadcasts.

If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmillers@wdbj7.com and <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Monday, October 25, 2021 3:06 PM
To: Martha Graves
Subject: Re: WDBJ Job Opening - TMP

Thank you

Get [Outlook for iOS](#)

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Monday, October 25, 2021 2:54:17 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ Job Opening - TMP

The following job is available at WDBJ Television in Roanoke, VA. Please confirm receipt for EEO purposes by return email.

Thank you.

Technical Media Producer

The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our brand-new, state-of-the-art Multimedia Control Center. The person we hire will direct newscasts in addition to performing duties associated with broadcasting WDBJ7's television signal. The successful candidate will work directly with the newscast producers and anchors to put together fast-paced live news broadcasts. The individual will be responsible for all technical aspects of the newscast including video, audio, graphics, transitions and camera movements. If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmliller@wdbj7.com and also apply at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201



CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Martha Graves

From: Martha Graves
Sent: Monday, October 25, 2021 2:55 PM
To: 'ads@vartv.com'
Subject: WDBJ Job Opening - TMP

The following job is available at WDBJ Television in Roanoke, VA. Please confirm receipt for EEO purposes by return email.

Thank you.

Technical Media Producer

The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our brand-new, state-of-the-art Multimedia Control Center. The person we hire will direct newscasts in addition to performing duties associated with broadcasting WDBJ7's television signal. The successful candidate will work directly with the newscast producers and anchors to put together fast-paced live news broadcasts. The individual will be responsible for all technical aspects of the newscast including video, audio, graphics, transitions and camera movements. If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmler@wdbj7.com and also apply at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201



**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Receptionist/Sales Support | Date Filled: 4/18/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Employee / Former Employee Referral | N | 1 |
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 1 |
| 7 | Hampden-Sydney College (Handshake) | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 36 | TVJOBS.COM | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 40 | University of VA (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 43 | Virginia Radio Television (VARTV.com) | N | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | 1 |

Job Description

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|--------------------------|
| Internal Job Title | Receptionist H | External Job Title: | Sales Support-Front Desk |
| Job Code: | R1G1WD | Department: | Admin |
| FLSA Status: | Nonexempt | | |
| EEO Code: | Administrative Support Workers | Supervises Others? | No |
| Purpose: | | | |
| Sales support to the sales staff positioned at reception area to also manage reception area. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1+ years of experience in an office environment with 6 months media traffic experience preferred | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Proficient working knowledge of Excel, Word and PowerPoint • Knowledge of digital & broadcast advertising space • Excellent data entry skills • Proficient with office equipment • Must be customer service oriented and have experience working with the public • Must have good problem-solving skills • Must be adaptable to change • Must have a strong attention to detail, maintain accurate records • Excellent written and verbal communication skills • Ability to work on multiple projects simultaneously and prioritize • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision, yet committed to team environment • Must have excellent time management and organizational skills • Ability to remain calm in midst of chaos • Ability to get along with others • Communicate effectively and clearly with employees and callers • Must be dependable and punctual • Ability to remain positive and foster a positive work environment • Must represent the company with professionalism and integrity • Must maintain a high level of confidentiality | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • High school diploma required • Some college/Associate's Degree preferred | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Must hold a valid driver's license and be insurable. | | | |

Job Description

Essential Functions:

- Generate and update presentation materials using PowerPoint
- Process make-goods
- Assist with inputting orders for accounts
- Communicate effectively with account executive and management
- Check new orders, revisions, pre-emptions and make goods
- Send weekly program updates for our TV listings services
- Keep accurate records for accounts
- Create informational and research pieces using Excel, Word and PowerPoint
- Assist sales managers and account executives
- Key advertising orders and revisions when necessary, check orders in system
- Handle pre-emptions and make good needs when necessary
- Create reports as needed
- Verify accuracy of times, days/dates and overall compliance to ensure contracts are error free
- Handle incoming calls and greet visitors
- Answer routine requests for information made by the public
- Open switchboard and lobby in the morning and close switchboard and lobby at end of business day
- Sort daily mail, open and stamp all checks
- Prepare daily bank deposit
- Perform other job-related duties as assigned

Working Conditions:

- Duties are performed mostly indoors in an office environment.
- Employee will be exposed to atmospheric conditions
- Required to sit for extended periods of time
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk, and hear.
- Work regular part-time work week. Some nights, weekends and holidays may be required.

Sales Support

Revised 09/06/2018

Sales Support – Front Desk

WDBJ7 has an opening for a full-time sales support person who will also perform front desk duties. This person's primary duty will be to provide administrative support to our sales team while managing the front desk. To be successful they will need to be skilled in Word, Excel and PowerPoint. They will prepare PowerPoint presentations, data entry for sales orders and assist account executives and sales managers. Experience in media traffic and data entry is preferred. This person must have experience working with the public and have a strong customer service ethic. Dependability and punctuality is a must as is a strong attention to detail and the ability to generate a positive work environment. If you can handle multiple projects accurately and have strong organizational skills send your resume to bboush@wdbj7.com and apply online at <https://www.gray.tv/applynow>.



View / Modify / Expire
Current Job Listings

- "Sales Support-Front Desk" listing was just Modified! -

Monica Taylor, this page allows you to:

- View a current job listing
- Modify a current job listing (only job listings that you posted)
- Expire a current job listing (only job listings that you posted)

[Back to Admin Area](#)

[Search E-Résumés](#) | [Master Station Index](#) | [My Account](#) | [Logout](#)

| Current job listings for WDBJ (CBS), Roanoke, VA | | | | | | | | |
|-------------------------------------------------------------|-----------|------------|----------------|----------------|------------------|---------------|------------------------|------------------------|
| Job Title <small>(Click on the link to view job)</small> | Posted On | Expires On | On-line # Days | Viewed # Times | Remaining # Days | Posted By | Modify / Expire | |
| Account Executive-Entry Level | 2/14/2022 | 4/13/2022 | - | - | - | Monica Taylor | Modify | Expire |
| Technical Media Producer | 2/14/2022 | 4/13/2022 | - | - | - | Monica Taylor | Modify | Expire |
| Sales Support-Front Desk | 2/14/2022 | 4/13/2022 | - | - | - | Monica Taylor | Modify | Expire |
| Multimedia Journalist | 2/13/2022 | 4/12/2022 | - | - | - | Monica Taylor | Modify | Expire |
| Digital Anchor/Producer | 1/7/2021 | 3/7/2022 | 397 | 7 | 28 | Monica Taylor | Modify | Expire |

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Martha Graves

From: jobs@tvjobs.com
Sent: Tuesday, December 14, 2021 12:10 PM
To: Martha Graves
Subject: TVJobs.com - Sales Support-Front Desk listing reinstated

JOB POSTING NOTIFICATION FROM TVJOBS

Monica Taylor,

Your "Sales Support-Front Desk" position was just re-instated in the TVJobs Database and is now available online...

Station : WDBJ
Position: Sales Support-Front Desk
Category: Administrative Assistant
Database: Television
Job ID : TVJ#34390246
Posted : 12/14/2021
Expires : 2/13/2022
Status : Registered Employer - Job Re-instated Ad Text :

Sales Support-Front Desk

WDBJ7 has an opening for a full-time sales support person who will also perform front desk duties. This person's primary duty will be to provide administrative support to our sales team while managing the front desk. To be successful they will need to be skilled in Word, Excel and PowerPoint. They will prepare PowerPoint presentations, data entry for sales orders and assist account executives and sales managers. Experience in media traffic and data entry is preferred. This person must have experience working with the public and have a strong customer service ethic. Dependability and punctuality is a must as is a strong attention to detail and the ability to generate a positive work environment. If you can handle multiple projects accurately and have strong organizational skills send your resume to bboush@wdbj7.com and apply online at <https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.gray.tv%2fapplynow.&c=E,1,zkScvposTOszvVu9SKKW5K5pVjujo4Sg65TziSB7NnJQve8YJuDLtkSz31HPmexWiw62zSduAohs1gjqlroX9rAobpREDjOnYwzAxYlc690WuVtm42kSSQ,&typo=1>

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE Revised 09/06/2018

Human Resources Manager
WDBJ
2807 Hershberger Road
Roanoke, VA 24017

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

(https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.tvjobs.com&c=E,1,KjV2lDaUkFcX5lezUnF2b1zFT4pjAYtp_inbMiebMLkJK20IsUObSkNwaaBRPZayprHh4Nk8jRMQDuq3DJ1pES8mF1juF1G_DX_MEaCyLo,&typo=1)

3. We will send notification of pending expiration 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, 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 2/13/2022.

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:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.tvjobs.com%2fcgi-bin%2fJOB%3fID%3d7589671705408212&c=E,1,AAieunePtATIQOKy-s7byqeezJS_TAi49EIqDazBcXQf1jKfHFyMo7SSXRIT5cMAAPJNvIWlsp6YTVwxLNkE_KO9os11IWGEZBp52Eh7rqcN1sSyTnw,&typo=1

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

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

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Tuesday, December 14, 2021 2:21 PM
To: Martha Graves
Subject: RE: WDBJ - Open Position - Sales Support - Front Desk

Thank you

*Mary E. Wells-Garland, MS, CRP
Supervisory Vocational Rehabilitation Specialist
VHA-Vocational Rehabilitation Services
Program Manager*

*1970 Roanoke Blvd, B9, D-3a
Salem, VA 24153
Office: 540-982-2463 x3102
Mobile: 540-589-2584*



From: Martha Graves <martha.graves@wdbj7.com>
Sent: Tuesday, December 14, 2021 12:50 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Open Position - Sales Support - Front Desk

The following position is open at WDBJ Television in Roanoke. Please respond confirmation of receipt for EEO purposes. Thank you.

Sales Support – Front Desk

WDBJ7 has an opening for a full-time sales support person who will also perform front desk duties. This person's primary duty will be to provide administrative support to our sales team while managing the front desk. To be successful they will need to be skilled in Word, Excel and PowerPoint. They will prepare PowerPoint presentations, data entry for sales orders and assist account executives and sales managers. Experience in media traffic and data entry is preferred. This person must have experience working with the public and have a strong customer service ethic. Dependability and punctuality is a must as is a strong attention to detail and the ability to generate a positive work environment. If you can handle multiple projects accurately and have strong organizational skills send WDBJ7 has an opening for a full-time sales support person who will also perform front desk duties. This person's primary duty will be to provide administrative support to our sales team while managing the front desk. To be successful they will need to be

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Producer-Associate | Date Filled: 5/16/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray TV/Careers | Total Number of Interviewees: 4 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 5 | Gray TV/Careers (posted automatically to Indeed.com) | N | 4 |
| 8 | Hampton University | N | |
| 9 | Hollins University (Handshake) | N | |
| 13 | James Madison University | N | |
| 15 | Liberty University (Handshake) | N | |
| 17 | Longwood University (Handshake) | N | |
| 18 | Mary Baldwin University (Handshake) | N | |
| 28 | Radford University (Hire a Highlander) (Handshake) | N | |
| 30 | Roanoke College Maroon Net (Handshake) | N | |
| 37 | University of Mary Washington (Handshake) | N | |
| 38 | University of Missouri (Handshake) | N | |
| 39 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 41 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 45 | Virginia Tech | N | |
| 52 | WDBJ Website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------|-----------|
| Internal Job Title (Job Code Description): | Producer | External Job Title: | Producer |
| Job Code: | 1061 | Department: | News |
| Reports To: | Executive Producer | Location: | |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professionals | Supervises Others? | No |
| Purpose: | | | |
| <p>Produces memorable newscasts, overseeing and executing all editorial and production elements of broadcasts including editing, writing, ordering/creating graphics, and coordinating live shots. Engages in and produces for social media to help promote digital products, communicates information to viewers and receive tips from them.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years of producing experience in broadcast news. | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • 1-3 year of producing experience in broadcast news with a Bachelor's degree • Clear, concise, conversational writing skills • Excellent communication skills • Demonstrate solid news judgment • Maintain strong journalistic ethics • Strong initiative and attention to details • Be creative and create compelling and memorable newscasts • Knowledge of newsroom software and of web posting software • Edit video and audio on industry standard equipment • Build graphics and use effectively in shows • Handle and adjust to last-minute changes • Make quick, accurate decisions and work well under pressure • Strong research skills, including online research using various search engines • Ability to stay current with national and local news/weather • Intermediate level knowledge of social media • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision • Demonstrate leadership through training and mentoring less experienced staff members; guide others to get the desired outcome • Ability to remain positive and foster a positive work environment; work well with co-workers | | | |
| Education: | | | |

Job Description

- Bachelor's degree

Licensing/Certifications:

- Valid driver's license with a good driving record

Essential Functions:

- Prioritize, organize, and produce newscasts
- Maintain working knowledge of current events, community issues, and local contacts
- Search wire services, network feeds, websites and others sources to find relevant material for newscasts
- Work with news management to determine which stories to air during newscasts
- Coordinate story assignments with assignment manager
- Collaborate with news operations staff to build graphics
- Act as leader in facilitating teamwork of staff members
- Accurately edit video with an eye for visual elements that make stories understandable to the viewer
- Work with directors and anchors on presentation of stories
- Write news stories
- Monitor competition's shows and website for missed leads
- Assist producers in formatting other newscasts
- Assist reporters on story development, story expectations, and accurately gathering information under pressure
- Write creative headlines and teases
- Research and brainstorm story ideas, present ideas in editorial meetings
- Generate promotable story ideas daily
- Post and update stories and video to station website and social media sites, engage viewers
- Work with the web staff during breaking news and alert users on all platforms
- Perform other job-related duties as assigned

Working Conditions:

- Duties are performed mostly indoors in an office environment.
- Work includes sitting for prolonged periods.
- Occasional exposure to atmospheric conditions.
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, balance, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk and hear.
- Some weekends, evenings, and holidays required.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Job Description

The producer is one of the most crucial positions at a television station. It requires someone who is a strong leader, excellent communicator, organized and also passionate about the news.

This producer position has the potential to serve as a huge opportunity for a journalist who is looking to advance in this business. WDBJ7 is focused on training and growing producers who have an interest in not only putting together incredible newscasts but also working toward a goal of either entering management or working in a big time market.

Our News Director, Assistant News Director and Executive Producer all have extensive producing experience and will be focused on helping the person we hire be their absolute best in this position.

If you are ready to take your career to the next level, email your resume and a recent newscast to our News Director, Eric Walters at ewalters@wdbj7.com. Also, apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

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- Branding
- Segments

Jobs viewing all WDBJ Television jobs [Edit this](#)

Type to search...

| <input type="checkbox"/> | ID : | Job : | Applicants : | School : | Expires : | Status : |
|--------------------------|---------|--------------------------|--------------|--------------------------------------------|-----------|----------|
| <input type="checkbox"/> | 5252822 | Digital Producer | 0 | University of North Carolina - Chapel Hill | 3/25/2022 | Approved |
| <input type="checkbox"/> | 5178708 | Multimedia Journalist | 0 | University of North Carolina - Chapel Hill | 3/25/2022 | Approved |
| <input type="checkbox"/> | 6178687 | WDBJ7 Internship Program | 0 | Hollins University | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | Roanoke College | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | UNC Asheville | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | Radford University | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | Longwood University | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | Mary Baldwin University | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | University of Missouri - Columbia | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | University of Mary Washington | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | Liberty University | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | Hollins University | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | Virginia Tech | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | Hampden-Sydney College | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | James Madison University | 4/1/2022 | Approved |
| <input type="checkbox"/> | 5438079 | Producer | 0 | University of North Carolina - Chapel Hill | 4/1/2022 | Approved |

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Friday, March 18, 2022 2:23 PM
To: Martha Graves
Subject: Re: WDBJ Producer Job Openings

Thank you

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From: Martha Graves <martha.graves@wdbj7.com>
Sent: Friday, March 18, 2022 12:06:28 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ Producer Job Openings

WDBJ has the following job openings (2). Please confirm receipt by return email for EEO purposes.

Producer

The producer is one of the most crucial positions at a television station. It requires someone who is a strong leader, excellent communicator, organized and also passionate about the news.

This producer position has the potential to serve as a huge opportunity for a journalist who is looking to advance in this business. WDBJ7 is focused on training and growing producers who have an interest in not only putting together incredible newscasts but also working toward a goal of either entering management or working in a big time market.

Our News Director, Assistant News Director and Executive Producer all have extensive producing experience and will be focused on helping the person we hire be their absolute best in this position.

If you are ready to take your career to the next level, email your resume and a recent newscast to our News Director, Eric Walters at ewalters@wdbj7.com. Also, apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201



**WDBJ-DT / WZBJ-DT / WZBJ-CD
ABBREVIATED VACANCY DATA FORM**

| | |
|----------------------------------------------------------------|------------------------------------------------------------|
| Full-Time Job Title: Producer - Associate | Date Filled: 5/16/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray Jobs | Total Number of Interviewees: <i>See Note Below</i> |

Note: Please see the Vacancy Data Form for the Producer-Associate position filled on 5/16/2022 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|---------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 6/6/2022 |
| Recruitment Source ("RS") Referring Hiree: LinkedIn | Total Number of Interviewees: 5 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Hampden-Sydney College | N | |
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 26 | Hampton University (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 30 | Virginia Radio Television (VARTV.com) | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 33 | Employee/Former Employee Referral | N | 1 |
| 34 | Gray Website/Indeed | N | 1 |
| 37 | LinkedIn | N | 1 |
| 40 | WDBJ website | N | |
| 41 | Gray Recruiter | N | 1 |
| 42 | Internship | N | 1 |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|----------------|
| Internal Job Title (Job Code Description): | MMJ H | External Job Title: | MMJ / Reporter |
| Job Code: | MMJ103 | Department: | |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>The MMJ position writes, shoots and edits news stories. Must shoot and edit his/her own video, cultivate sources and enterprise stories. Coverage is on-air, live or taped, and on-line. The ability to tell stories with superior live reporting skills, enterprise story coverage and serve as a newsroom leader by working with producers to establish the best story coverage, placement and scripting. Strong emphasis will be placed on all reporting elements.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • At least two years of television reporting is preferred • Experience with ENPS newsroom software and/or Grass Valley non-linear editing a plus. • Experience with web writing, social media posts is required • Excellent broadcasting writing experience is a must • Experience with digital cameras. • Editorial leadership skills a plus • Have experience with many platforms including web, mobile and social networks | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a dynamic product. • Strong initiative, attention to detail, and advanced ethical decision-making skills required. • Must possess excellent interview and conversational writing skills • Excellent live reporting skills and strong on-camera presentation skills required • Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use • Ability to shoot and edit video with digital cameras • Able to produce and post content to our websites • Intermediate knowledge of social media • Must be able to work independently with limited supervision • Work well in a team environment • Ability to meet tight deadlines and well under pressure • Strong initiative and attention to detail is required • Demonstrate solid news judgment and journalistic ethics | | | |

Job Description

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Maintain professional and ethical conduct at the station and in the community • Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers • Strong research skills, including the ability to navigate online search engines • Must stay current with national and local news/weather • Ability to enterprise local hard-news stories |
| Education: |
| <ul style="list-style-type: none"> • Bachelors Degree in journalism or related field required |
| Licensing/Certifications: |
| <ul style="list-style-type: none"> • Must hold a valid driver's license and be insurable |
| Essential Functions: |
| <ul style="list-style-type: none"> • Arrive to the editorial meeting on-time at the start of your shift with at least two story ideas that could be produced for that day's newscasts • Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed. • Must be willing to work flexible hours and possess the ability to work well with co-workers. Performs other duties as assigned to general assignment reporter. • Develops, investigates, writes, reports and edits stories of interest • When assigned a laptop, write and post a Web story in the car on the way back to the station. • Edit packages using Edius system • Follow clothing and appearance guidelines. • Ability to generate investigative stories using sources to dig deeper • Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports. • Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station. • Perform creative and explanatory live shots and stand-ups. • Writes and post website stories prior to airing of the television version • Work mornings, evenings, weekends and holidays as needed • Performs other incidental and related duties as required and assigned • Research, gather, write and report news stories for on-air and online in the most accurate, appealing, timely and creative way using all sources • Report "live" on the scene, especially during breaking news • Conduct interviews in the field and on-set • Develop and maintain sources of information and knowledge about assignments • Demonstrate sound news judgment, collaborate with others to present the story in the best way • Enterprise hard-news, research-driven packages under tight deadlines • Participate in story selection process through meetings, regularly contribute story ideas • Attend/host/speak at community service, schools, and community events; meet and greet viewers • Post and regularly update stories and other material on the web, often remotely while traveling • Must update social media sites daily, including Facebook, to report stories and interact with viewers • Possess a broad and working knowledge of the viewing area, including people, places, things, and history • Enter CG text and times into newsroom software 30 minutes prior to newscasts • Use knowledge of appropriate lighting to enhance overall news presentation • Present TV stories in alternative ways at least twice a week (non-package presentation) • Produce daily one reporter package and one vo/sot/vo or other contribution on a different story • Critique, feedback, and training are part of the job |

Job Description

- Communicate with the web staff and other appropriate staff members during breaking news
- Follow clothing and appearance guidelines.
- Must be a visual storyteller; perform creative stand-ups and explanatory live shorts
- Perform other job-related duties as assigned

Working Conditions:

- Must be able to stand for extended periods
- Ability to lift 50lbs for short distances
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.
- Employee will be exposed to atmospheric conditions. Employees should expect substantial outdoor work in all weather conditions

MMJ – The dominant #1 station in the 68th largest market in the country is looking for a journalist to work as an MMJ. The person we hire will work as an MMJ during the week. We are looking for someone with a conversational delivery who can write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are crucial for this job. If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is preferred. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE



View / Modify / Expire
Current Job Listings

- "Multimedia Journalist" listing was just Modified! -

Monica Taylor, this page allows you to:

- View a current job listing
- Modify a current job listing (only job listings that you posted)
- Expire a current job listing (only job listings that you posted)

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| Current job listings for WDBJ (CBS), Roanoke, VA | | | | | | | | | |
|-------------------------------------------------------------|------------|------------|----------------|----------------|------------------|-------------------------------|------------------------|------------------------|--|
| Job Title <small>(Click on the link to view job)</small> | Posted On | Expires On | On-line # Days | Viewed # Times | Remaining # Days | Posted By | Modify / Expire | | |
| Multimedia Journalist | 10/27/2021 | 12/25/2021 | 1 | 4 | 59 | Monica Taylor | Modify | Expire | |
| Technical Media Producer | 10/25/2021 | 12/20/2021 | 3 | 0 | 54 | Monica Taylor | Modify | Expire | |
| Producer - News | 10/1/2021 | 11/30/2021 | 27 | 1 | 34 | Monica Taylor | Modify | Expire | |
| Account Executive-Entry Level | 9/22/2021 | 11/21/2021 | 36 | 0 | 25 | Monica Taylor | Modify | Expire | |
| Digital Anchor/Producer | 9/15/2021 | 11/14/2021 | 43 | 8 | 18 | Monica Taylor | Modify | Expire | |
| Weekend Anchor / MMJ | 9/10/2021 | 11/9/2021 | 48 | 13 | 13 | Monica Taylor | Modify | Expire | |

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Wednesday, October 27, 2021 10:57 AM
To: Martha Graves
Subject: RE: WDBJ - Job Opening - MMJ

thanks

Mary E. Wells-Garland, MS, CRP
Supervisory Vocational Rehabilitation Specialist
VHA-Vocational Rehabilitation Services
Program Manager

1970 Roanoke Blvd, B9, O-3a
Salem, VA 24153
Office: 540-982-2463 x3102
Mobile: 540-589-2584

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Wednesday, October 27, 2021 10:16 AM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Job Opening - MMJ

The following job is available a WDBJ in Roanoke VA. Please confirm receipt by return email for EEO purposes. Thank you.

Multimedia Journalist

WDBJ7 is looking for a Multimedia Journalist with a passion for telling stories. We want to hire a journalist who is ready to immerse themselves in their community, find the stories that truly affect their area and do some really impactful reporting.

WDBJ7 is #1 TV station in its market. We have been the dominate station in this market for more than six decades and we are always focused on growing and improving. We want someone who has the same commitment to getting better each and every day. This job is a great opportunity for a hungry journalist to take their skills to a whole new level.

Strong shooting and editing skills are a must for this position. The ability to dig up lead story ideas each day is also a priority. We are looking for an individual with one to three years' experience in the broadcast industry with a Bachelor's Degree in journalism or other related field.

If you love reporting, want to be part of a winning team and really make a difference in your community then send your resume and a link to your recent work to Eric Walters, News Director, at ewalters@wdbj7.com and also, apply online at <https://www.gray.tv/applynow>.

Martha Graves

**WDBJ-DT / WZBJ-DT / WZBJ-CD
ABBREVIATED VACANCY DATA FORM**

| | |
|-----------------------------------------------------------------|----------------------------------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 6/20/2022 |
| Recruitment Source ("RS") Referring Hiree: Internship | Total Number of Interviewees: <i>See Note Below</i> |

Note: Please see the Vacancy Data Form for the Multimedia Journalist position filled on 6/6/2022 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
ABBREVIATED VACANCY DATA FORM**

| | |
|------------------------------------------------------------------------------|------------------------------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 8/5/2022 |
| Recruitment Source ("RS") Referring Hire: Gray Corporate Recruiter | Total Number of Interviewees: <i>See Note Below</i> |

Note: Please see the Vacancy Data Form for the Multimedia Journalist position filled on 6/6/2022 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|-------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: TMP | Date Filled: 7/6/2022 |
| Recruitment Source ("RS") Referring Hiree: WDBJ website | Total Number of Interviewees: 2 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 30 | Virginia Radio Television (VARTV.com) | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 32 | Virginia Western Community College | N | |
| 34 | Gray Website/Indeed | N | |
| 40 | WDBJ website | N | 2 |

Job Description

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------|------------------------|
| Internal Job Title (Job Code Description): | Technical Media Producer H TMP (ASSO.) H TMP (PRIMARY) H TMP (SR.) H TMP (W/E, SEC.) H | External Job Title: | TMP |
| Job Code: | Above | Department: | News - Production |
| Reports To: | Operations Manager | Location: | |
| Company: | | Position Type: | Full Time or part time |
| FLSA Status: | Nonexempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| The Technical Media Producer will work in WDBJ7's state-of-the-art control center and will be responsible for directing live or pre-recorded productions as assigned including daily newscasts, monitor on-air signals for all programming streams, transmitter, and FCC logs, and ingest daily programming and commercials. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • Six months – 1 year | | | |
| Essential Skills: | | | |
| <ul style="list-style-type: none"> • Prepare and direct live and pre-recorded productions for WDBJ and WDBJ.com • Work with other departments including WDBJ's newsroom to coordinate and produce top-rated television and digital programs • Monitor on-air signals for WDBJ and ingest daily programming and commercials • Operate Viz Opus (including cameras and audio console), Photoshop software, and supporting equipment in WDBJ media control center • Occasional operation of Edius and Premiere Pro editing software • Operation of studio teleprompter • Regular care and maintenance of equipment and studio • Work closely with other departments to meet daily demands as necessary • Work with Vizrt automation, master control video switcher and Crispin automation, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform at the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production. • Understanding of FCC program and transmitter logs, and all FCC broadcast regulations. • Work with iNEWS, newsroom computer system. • Understanding of all equipment in studios and production areas. • Dedication to care of equipment. • Work closely with all other departments to meet all daily demands. | | | |

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Training of new personnel as assigned. • Variable work schedule due to changing shifts, turnover, station projects. Work assignments will at times include morning, evenings, weekends, and holidays. • Other Duties as Assigned |
| Education: |
| <ul style="list-style-type: none"> • Bachelor's Degree |
| Licensing/Certifications: |
| <ul style="list-style-type: none"> • Valid Driver's License |
| Essential Functions: |
| <ul style="list-style-type: none"> • Prepare and direct live and pre-recorded productions for WDBJ and WDBJ.com • Work with other departments including WDBJ's newsroom to coordinate and produce top-rated television and digital programs • Monitor on-air signals for WDBJ and ingest daily programming and commercials • Operate Viz Opus (including cameras and audio console), Photoshop software, and supporting equipment in WDBJ media control center • Occasional operation of Edius and Premiere Pro editing software • Operation of studio teleprompter • Regular care and maintenance of equipment and studio • Work closely with other departments to meet daily demands as necessary • Work with Vizrt automation, master control video switcher and Crispin automation, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform at the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production. • Understanding of FCC program and transmitter logs, and all FCC broadcast regulations. • Work with iNEWS, newsroom computer system. • Understanding of all equipment in studios and production areas. • Dedication to care of equipment. • Work closely with all other departments to meet all daily demands. • Training of new personnel as assigned. • Variable work schedule due to changing shifts, turnover, station projects. Work assignments will at times include morning, evenings, weekends, and holidays. • Other Duties as Assigned |
| Working Conditions: |
| <ul style="list-style-type: none"> • Requires sitting for long periods of time • While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility. • Work is performed in a mostly controlled atmosphere. Some exposure to atmospheric conditions may be encountered. |

| | | |
|------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROD | TMP (ASSO.) T1O1WD | Learning by doing the basic functions of the job under the direct supervision of experienced staff. Assists in preparing and directing weekend and secondary newscasts. |
| PROD | TMP (W/E, SEC.) T6O1WD | Capable and routinely performs all basic duties of the job and prepares and directs weekend and secondary newscasts. |
| PROD | TMP (PRIMARY) T2O1WD | Prepares and directs multiple primary newscasts each week, and/or other special events and high value productions. When rotating directors, this is the person who is primarily responsible for the primary newscast. Under direction from Operations Supervisor, oversees style and format of news production. May also maintain graphic look and standards. |
| PROD | TMP (SR.) T4O1WD | Performs MCC duties and prepares and directs newscasts, special events and high value productions. Oversees FCC requirements for Master Control Operations. Provides Master Control training for entry level TMPs. Monitors, maintains and operates on-air automation system including preparing/ingesting program material and quality control. |

Full Time

Director/Technical Media Producer – The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our brand-new, state-of-the-art Multimedia Control Center. The person we hire will direct newscasts in addition to performing duties associated with broadcasting WDBJ7’s television signal. The successful candidate will work directly with the newscast producers and anchors to put together fast-paced live news broadcasts. The individual will be responsible for all technical aspects of the newscast including video, audio, graphics, transitions and camera movements. If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmillers@wdbj7.com and also apply at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver’s review and testing. EOE

Part Time – TMP (no directing)

The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work part time (20 hours per week) in our state-of-the-art Multimedia Control Center.

The successful candidate will monitor multiple program streams to ensure correct programming and commercial run times; file commercials, programming, and other material into the automation system for broadcast; and work with producers and anchors to direct fast-paced live news broadcasts.

If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmillers@wdbj7.com and [apply here](#).

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

TMP (no directing)

The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our state-of-the-art Multimedia Control Center.

The successful candidate will monitor multiple program streams to ensure correct programming and commercial run times; file commercials, programming, and other material into the automation system for broadcast; and work with producers and anchors to direct fast-paced live news broadcasts.

If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmillers@wdbj7.com and <https://www.gray.tv/applynow..>

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Monday, April 25, 2022 12:32 PM
To: Martha Graves
Subject: Re: WDBJ - Director/TMP Job Opening
Attachments: image001.png

Thank you

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From: Martha Graves <martha.graves@wdbj7.com>
Sent: Monday, April 25, 2022 12:22:23 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Director/TMP Job Opening

Please post the following job opening at WDBJ Television in Roanoke VA. Please confirm receipt for EEO purposes via return email. Thank you.

Director/Technical Media Producer – The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our brand-new, state-of-the-art Multimedia Control Center. The person we hire will direct newscasts in addition to performing duties associated with broadcasting WDBJ7's television signal. The successful candidate will work directly with the newscast producers and anchors to put together fast-paced live news broadcasts. The individual will be responsible for all technical aspects of the newscast including video, audio, graphics, transitions and camera movements. If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmillers@wdbj7.com and also apply at <https://www.gray.tv/applynow>.

Martha Graves
540-777-3201



CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Martha Graves

From: Martha Graves
Sent: Monday, April 25, 2022 12:22 PM
To: ads@vartv.com
Subject: WDBJ - Director/TMP Job Opening

Please post the following job opening at WDBJ Television in Roanoke VA. Please confirm receipt for EEO purposes via return email. Thank you.

Director/Technical Media Producer – The #1 station in the Roanoke/Lynchburg market is looking for a technically savvy individual to work in our brand-new, state-of-the-art Multimedia Control Center. The person we hire will direct newscasts in addition to performing duties associated with broadcasting WDBJ7's television signal. The successful candidate will work directly with the newscast producers and anchors to put together fast-paced live news broadcasts. The individual will be responsible for all technical aspects of the newscast including video, audio, graphics, transitions and camera movements. If you want to work on an incredible team while growing your technical and leadership skills, we want to hear from you. Candidates should email Gena Miller at gmliller@wdbj7.com and also apply at <https://www.gray.tv/applynow>.

Martha Graves
540-777-3201



**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|--------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Producer | Date Filled: 7/8/2022 |
| Recruitment Source (“RS”) Referring Hiree: Gray Website/Indeed | Total Number of Interviewees: 4 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 30 | Virginia Radio Television (VARTV.com) | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 32 | Virginia Western Community College | N | |
| 34 | Gray Website/Indeed | N | 4 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------|-----------|
| Internal Job Title (Job Code Description): | Producer | External Job Title: | Producer |
| Job Code: | 1061 | Department: | News |
| Reports To: | Executive Producer | Location: | |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professionals | Supervises Others? | No |
| Purpose: | | | |
| Produces memorable newscasts, overseeing and executing all editorial and production elements of broadcasts including editing, writing, ordering/creating graphics, and coordinating live shots. Engages in and produces for social media to help promote digital products, communicates information to viewers and receive tips from them. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years of producing experience in broadcast news. | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • 1-3 year of producing experience in broadcast news with a Bachelor's degree • Clear, concise, conversational writing skills • Excellent communication skills • Demonstrate solid news judgment • Maintain strong journalistic ethics • Strong initiative and attention to details • Be creative and create compelling and memorable newscasts • Knowledge of newsroom software and of web posting software • Edit video and audio on industry standard equipment • Build graphics and use effectively in shows • Handle and adjust to last-minute changes • Make quick, accurate decisions and work well under pressure • Strong research skills, including online research using various search engines • Ability to stay current with national and local news/weather • Intermediate level knowledge of social media • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision • Demonstrate leadership through training and mentoring less experienced staff members; guide others to get the desired outcome • Ability to remain positive and foster a positive work environment; work well with co-workers | | | |
| Education: | | | |

Job Description

- Bachelor's degree

Licensing/Certifications:

- Valid driver's license with a good driving record

Essential Functions:

- Prioritize, organize, and produce newscasts
- Maintain working knowledge of current events, community issues, and local contacts
- Search wire services, network feeds, websites and others sources to find relevant material for newscasts
- Work with news management to determine which stories to air during newscasts
- Coordinate story assignments with assignment manager
- Collaborate with news operations staff to build graphics
- Act as leader in facilitating teamwork of staff members
- Accurately edit video with an eye for visual elements that make stories understandable to the viewer
- Work with directors and anchors on presentation of stories
- Write news stories
- Monitor competition's shows and website for missed leads
- Assist producers in formatting other newscasts
- Assist reporters on story development, story expectations, and accurately gathering information under pressure
- Write creative headlines and teases
- Research and brainstorm story ideas, present ideas in editorial meetings
- Generate promotable story ideas daily
- Post and update stories and video to station website and social media sites, engage viewers
- Work with the web staff during breaking news and alert users on all platforms
- Perform other job-related duties as assigned

Working Conditions:

- Duties are performed mostly indoors in an office environment.
- Work includes sitting for prolonged periods.
- Occasional exposure to atmospheric conditions.
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, balance, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk and hear.
- Some weekends, evenings, and holidays required.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Job Description

The producer is one of the most crucial positions at a television station. It requires someone who is a strong leader, excellent communicator, organized and also passionate about the news.

This producer position has the potential to serve as a huge opportunity for a journalist who is looking to advance in this business. WDBJ7 is focused on training and growing producers who have an interest in not only putting together incredible newscasts but also working toward a goal of either entering management or working in a big time market.

Our News Director, Assistant News Director and Executive Producer all have extensive producing experience and will be focused on helping the person we hire be their absolute best in this position.

If you are ready to take your career to the next level, email your resume and a recent newscast to our News Director, Eric Walters at ewalters@wdbj7.com. Also, apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

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| ID | Job | Applicants | School | Expires | Status |
|----------------------------------|--------------------------|------------|--------------------------------------------|-----------|----------|
| <input type="checkbox"/> 5252822 | Digital Producer | 0 | University of North Carolina - Chapel Hill | 3/25/2022 | Approved |
| <input type="checkbox"/> 5178708 | Multimedia Journalist | 0 | University of North Carolina - Chapel Hill | 3/25/2022 | Approved |
| <input type="checkbox"/> 6178687 | WDBJ7 Internship Program | 0 | Hollins University | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | Roanoke College | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | UNC Asheville | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | Radford University | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | Longwood University | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | Mary Baldwin University | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | University of Missouri - Columbia | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | University of Mary Washington | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | Liberty University | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | Hollins University | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | Virginia Tech | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | Hampden-Sydney College | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | James Madison University | 4/1/2022 | Approved |
| <input type="checkbox"/> 5438079 | Producer | 0 | University of North Carolina - Chapel Hill | 4/1/2022 | Approved |

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Friday, March 18, 2022 2:23 PM
To: Martha Graves
Subject: Re: WDBJ Producer Job Openings

Thank you

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From: Martha Graves <martha.graves@wdbj7.com>
Sent: Friday, March 18, 2022 12:06:28 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ Producer Job Openings

WDBJ has the following job openings (2). Please confirm receipt by return email for EEO purposes.

Producer

The producer is one of the most crucial positions at a television station. It requires someone who is a strong leader, excellent communicator, organized and also passionate about the news.

This producer position has the potential to serve as a huge opportunity for a journalist who is looking to advance in this business. WDBJ7 is focused on training and growing producers who have an interest in not only putting together incredible newscasts but also working toward a goal of either entering management or working in a big time market.

Our News Director, Assistant News Director and Executive Producer all have extensive producing experience and will be focused on helping the person we hire be their absolute best in this position.

If you are ready to take your career to the next level, email your resume and a recent newscast to our News Director, Eric Walters at ewalters@wdbj7.com. Also, apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201



**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|-------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Account Executive | Date Filled: 7/12/2022 |
| Recruitment Source ("RS") Referring Hire: Gray Website/Indeed | Total Number of Interviewees: 6 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Hampden-Sydney College (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 26 | Hampton University (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 33 | Employee/Former Employee Referral | N | 2 |
| 34 | Gray Website/Indeed | N | 4 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------|---------------------------------------|
| Internal Job Title (Job Code Description): | Account Executive (Associate) | External Job Title: | Sales Account Executive - Entry Level |
| Job Code: | X4S1WD (H) | Department: | Sales |
| Reports To: | Director of Sales | Location: | Roanoke, Virginia |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Administrative | Supervises Others? | No |
| Purpose: | | | |
| Sales Account Executive – Entry level is responsible for the administrative support of digital and broadcast sales operations. In addition to Sales Support this position would serve as a developmental position to a Digital/Multimedia Sales position. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1 - 3 years working experience | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Proficient in Word, Excel and PowerPoint • Knowledge of digital advertising sales processes • Overall knowledge of Digital Advertising landscape • Experience with Wide Orbit and Matrix preferred • Excellent written and verbal communication skills • Excellent organizational and time management skills • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision • Ability to be flexible and multi-task is essential • High level of accuracy required • Ability to work well with staff and customers as necessary • Ability to remain positive and foster a positive work environment • Strong initiative and attention to detail is required • Willingness to learn all research and utilize in client proposals effectively | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • Associate or Bachelor Degree Preferred | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid driver's license with a good driving record | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Assists sales team with designing client proposals | | | |

Job Description

- Generate and update presentation materials
- Submit Digital Design requests for Digital Ad Creation
- Provide order entry support of all digital orders
- Assist with the analysis and creation of Digital Campaign Reporting
- Communicate effectively with account executives and management
- Check new orders, revisions, pre-emption, and make-goods
- Maintain and update Matrix (CRM) for Digital Accounts
- Provide Customer Service to specific clients as required
- Create informational and research pieces using Excel, Word and/or PowerPoint
- Maintain files, answers phones and performs other administrative duties as
- Coordinate assigned special programs for the station
- Assist Digital Sales Manager as needed
- Perform other job-related duties as assigned

Working Conditions:

- Duties are performed mostly indoors in an office environment.
- Requires sitting for extended periods of time
- Employee will be exposed to atmospheric conditions
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk, and hear.
- Work regular 40-hour work week. Some nights, weekends and holiday may be required.

Account Executive Entry Level Sales Role

Sales Account Executive - Entry Level: This position is for an entry level sales person. The individual begins their career in a salaried support role and transitions into the complete multimedia sales role.

Position supports current accounts including but not limited to the following responsibilities:

1. Wide Orbit Order Entry
2. Digital Design Submissions
3. On Boarding
4. Proposal Development
5. Performance Reporting

In addition to these support/development tasks the position would include the requirement for New Business Development. Prospecting and closing new sales opportunities.

If this opportunity is something you have been looking for and you want to be a part of a winning sales team then send your resume to Ceagan@wdbj7.com and apply on line at also, apply online at <https://gray.tv/careers#currentopenings>

Martha Graves

From: Martha Graves
Sent: Tuesday, September 07, 2021 4:57 PM
To: mary.wells-garland@va.gov
Subject: WDBJ - Entry Level Account Executive position

The following job is available at WDBJ Television in Roanoke, VA.

Please confirm receipt by return email for EEO purposes.

Thank you.

Account Executive Entry Level Sales Role

Sales Account Executive - Entry Level: This position is for an entry level sales person. The individual begins their career in a salaried support role and transitions into the complete multimedia sales role.

Position supports current accounts including but not limited to the following responsibilities:

1. Wide Orbit Order Entry
2. Digital Design Submissions
3. On Boarding
4. Proposal Development
5. Performance Reporting

In addition to these support/development tasks the position would include the requirement for New Business Development. Prospecting and closing new sales opportunities.

If this opportunity is something you have been looking for and you want to be a part of a winning sales team then send your resume to Ceagan@wdbj7.com and apply on line at also, apply online at <https://gray.tv/careers#currentopenings>

Martha Graves

540-777-3201



Accessibility Note:

If you are a job seeker with a disability and require a reasonable accommodation to apply for one of our jobs, you will find the contact information to request the appropriate accommodation by visiting the following page:

[Accessibility Accommodation for Applicants](#)

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Gray Television

WHAT

WHERE

Company Location 

Job Category 

 ResetSchedule  Activate job alerts for this search

Showing 4 of 4 opportunities

By Distance 

MULTIMEDIA JOURNALIST - WDBJ

Jun 10, 2021

Job Category: News

Requisition Number: MULTI01186

Schedule: Full Time

Roanoke, VA 24017, USA

0 miles

SALES ACCOUNT EXECUTIVE (ENTRY LEVEL) - WDBJ

Aug 31, 2021

Job Category: Sales

Requisition Number: ASSOC01184

Schedule: Full Time

Roanoke, VA 24017, USA

0 miles

DIGITAL NEWS PRODUCER - WDBJ

Aug 26, 2021

Job Category: News

Requisition Number: PRODU002510

Schedule: Full Time

Roanoke, VA 24017, USA

0 miles

TECHNICAL MEDIA PRODUCER (ASSO) - WDBJ

Apr 20, 2021

Job Category: Operations

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|-----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Anchor-Primary | Date Filled: 7/18/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray Website/Indeed | Total Number of Interviewees: 2 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Hampden-Sydney College (Handshake) | N | |
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 30 | Virginia Radio Television (VARTV.com) | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 33 | Employee/Former Employee Referral | N | 1 |
| 34 | Gray Website/Indeed | N | 1 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------|-----------|
| Internal Job Title (Job Code Description): | Anchor – Primary | External Job Title: | Anchor |
| Job Code: | ANC102 | Department: | |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full time |
| FLSA Status: | Exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>The Anchor is responsible for possessing the ability to tell stories with superior live reporting skills, enterprise story coverage and serve as a newsroom leader by working with producers to establish the best story coverage, placement and scripting. Strong emphasis will be placed on all reporting elements.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • At least two years of television reporting and/or anchoring is preferred • Anchoring experience is preferred • Experience with ENPS newsroom software and/or Grass Valley non-linear editing a plus. • Experience with web writing, social media posts is required • Excellent broadcasting writing experience is a must • Editorial leadership skills a plus • Have experience with many platforms including web, mobile and social networks | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a dynamic product. • Strong initiative, attention to detail, and advanced ethical decision-making skills required. • Must possess excellent interview and conversational writing skills • Excellent live reporting skills and strong on-camera presentation skills required • Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use • Ability to shoot and edit video with digital cameras • Able to produce and post content to our websites • Intermediate knowledge of social media • Must be able to work independently with limited supervision • Work well in a team environment • Ability to meet tight deadlines and well under pressure • Strong initiative and attention to detail is required | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • Bachelor’s Degree in journalism or related field required | | | |

Job Description

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Licensing/Certifications: |
| <ul style="list-style-type: none">• Must hold a valid driver's license and be insurable |
| Essential Functions: |
| <ul style="list-style-type: none">• Arrive to the editorial meeting on-time at the start of your shift with at least two story ideas that could be produced for that day's newscasts• Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed.• Must be willing to work flexible hours and possess the ability to work well with co-workers. Performs other duties as assigned to general assignment reporter.• Develops, investigates, writes, reports and edits stories of interest• When assigned a laptop write and post a Web story in the car on the way back to the station.• Edit packages using Grass Valley system• Follow clothing and appearance guidelines.• Ability to generate investigative stories using sources to dig deeper• Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports.• Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station.• Perform creative and explanatory live shots and stand-ups.• Writes and post website stories prior to airing of the television version• Post at least one piece of additional content to the Web site each day• Work evenings, weekends and holidays as needed• Performs other incidental and related duties as required and assigned |
| Working Conditions: |
| <ul style="list-style-type: none">• Sitting 90%, standing/walking 10%. Ability to lift and carry 10 – 25 lbs. for short distances. While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.• Work is performed in a controlled atmosphere. Some exposure to atmospheric conditions may be encountered. |

Updated for Anchor-Primary:

Anchor – The dominant #1 station in the 68th largest market in the country is looking for a journalist to anchor. We are looking for someone with a conversational delivery on the anchor desk who can also, write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are also crucial. If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is required. Prior anchoring experience is preferred. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves

From: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Sent: Tuesday, December 21, 2021 2:36 PM
To: Martha Graves
Subject: Re: WDBJ - Job Posting Anchor

Thank you

Get [Outlook for iOS](#)

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Tuesday, December 21, 2021 2:03:13 PM
To: Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Job Posting Anchor

The following job is available at WDBJ in Roanoke VA. Please confirm receipt by return email for EEO purposes.

Thank you and Merry Christmas.

Anchor –

The dominant #1 station in the 68th largest market in the country is looking for a journalist to anchor. We are looking for someone with a conversational delivery on the anchor desk who can also, write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are also crucial. If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is required. Prior anchoring experience is preferred. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves
540-777-3201



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Manage Members

[Manage WDBJ-TV Members](#)

Current Company: **WDBJ-TV**

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Active Jobs

| Position | Locations | Type | Dept | Added | Edit |
|-----------------------------------|----------------------------------|-----------|------------------|------------|----------------------|
| Anchor | WDBJ Television - Roanoke, VA | Full Time | Business / Admin | 12/21/2021 | Edit |
| Multimedia Journalist | WDBJ Television - Roanoke, VA | Full Time | News | 5/6/2021 | Edit |
| Account Executive- Entry Level | NA | Full Time | Sales | 2/18/2020 | Edit |

Inactive Jobs

| Position | Locations | Type | Dept | Added |
|----------------------------|----------------------------------|-----------|------|-----------|
| Digital Anchor/Producer | WDBJ Television - Roanoke, VA | Full Time | News | 9/15/2021 |

Job Posting

Thank you for your job posting .

Your posting (JobID# 10417) has been approved. This is your confirmation.

Success

[Make Another Job Posting](#)

VAB
ANCTOR

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|-------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Meteorologist | Date Filled: 7/25/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray Corporate Recruiter | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Hampden-Sydney College (Handshake) | N | |
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 30 | Virginia Radio Television (VARTV.com) | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 34 | Gray Website/Indeed | N | 2 |
| 40 | WDBJ website | N | |
| 41 | Gray Recruiter | N | 1 |

Company Name

Job Description

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------|---------------|
| Internal Job Title (Job Code Description): | Meteorologist | External Job Title: | Meteorologist |
| Job Code: | 1145 | Department: | News |
| Reports To: | News Director | Location: | |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Non-Exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>This employee must produce and deliver on-site weathercasts and make live reports from the field in order to convey a daily weather story. In severe weather situations, employee must clearly and concisely present information and graphics to help viewers protect their lives and property.</p> <p>WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years experience on-air as a television meteorologist is preferred (reporting experience is a plus) • Basic experience with both weather and newsroom computer systems (ENPS) • Prepare and deliver daily weather forecast using weather data and computers • Experience with weather computers systems (WSI Max Studio, Max Storm, WeatherBug, Livestream, and NWS Chat) • Editing experience is a plus; must be willing to learn how to edit | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Be able to speak and write clearly and accurately • Must be able to work well under pressure • Ability to maintain professional and ethical conduct at the station and in the community • Willingness to be a hard-working staff member and work as part of a team is required • Excellent live reporting skills and strong on-camera presentation skills required • Strong initiative and attention to detail is required • Ability to work with limited supervision is a must • Must possess excellent interview and conversational reading and writing skills • Maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers • Knowledge of social media outlets and website postings (website and digital/mobile platforms) • Ability to keep up with national and local news/weather is required • Experience storm chasing is a plus • Use graphics to convey weather information to audience • Analyze weather patterns into current and forecast information • Enterprise local hard-news stories | | | |
| Education: | | | |

Company Name

Job Description

- Bachelor's degree is required in meteorology or related field. (Broadcast journalism is acceptable)

Licensing/Certifications:

- Must hold a valid driver's license and a good driving record
- At least one seal (AMS/NWS) is preferred

Essential Functions:

- Prepare and deliver weather over several platforms, including social media
- Responsible for developing all weather forecasts and accompanying computer graphics, delivering on-air weathercasts and live weather reports from the field.
- Live "on-the-scene" reporting, especially during breaking news and severe weather
- Effectively communicate information regarding severe weather coverage in a clear and concise graphic presentation.
- Provide weather forecasts for partnering radio stations and/or newspapers.
- Communicate critical weather information, especially during severe weather, to producers and other critical staff members to ensure a consistent and accurate message to viewers
- Work with the News Director to develop overall strategy in line with the department and station.
- Follow clothing and appearance guidelines.
- Attend/host/speak at community service, schools and community events; meet and greet viewers.
- Ensure public appearances in schools and community events are consistent with image and goals of station
- Participate in story selection process through meetings; attendance at editorial meetings
- Must be able to enterprise and field report relevant stories for newscasts under tight deadlines
- Write and edit packages
- Report research-based stories
- Develop and maintain sources
- Use non-linear editing equipment on a daily basis
- Various shift work will be required. Work evenings, weekends and holidays as needed.
- Perform other incidental and related duties as required and assigned

Working Conditions:

- Be able to sit and stand for extended periods of time.
- Able to lift and carry 10 – 25 lbs. for short distances.
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.
- Exposure to atmospheric conditions will be encountered; significant outdoor work in all weather conditions is to be expected. Schedule changes should be expected

WDBJ/Gray Television Group, Inc. is a drug-free company.

Also, if applicable to the position, MVR/Driver's review and testing. EOE.

| | | | |
|------------------|--|-------|--|
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | | Date: | |

Martha Graves

From: jobs@tvjobs.com
Sent: Monday, May 09, 2022 11:17 AM
To: Martha Graves
Subject: TVJobs.com - Meteorologist job posted

JOB POSTING NOTIFICATION FROM TVJOBS

Monica Taylor,

Your "Meteorologist" position was just posted in the https://linkprotect.cudasvc.com/url?a=https%3a%2f%2ftvjobs.com&c=E,1,gVH9iw7jiPHTmqZqOF2ZS0XQXp46MFQcOA9UAaMJSQU0tDbOdqsasVBsQVQ_HGojyiw36KS7EnWgC_nSsNzgTrxN6KVfjP_qtTOCfPUPDN4,&typo=1 Database and is now available online...

Station : WDBJ
Position: Meteorologist
Category: News / Talent - Weather
Job ID : TVJ#34397807
Posted : 5/9/2022
Expires : 7/8/2022
Status : Registered Employer - Job Posted Ad Text :

Meteorologist

Meteorologist – WDBJ Television, the #1 TV station in the 67th largest market in the country, is looking for a meteorologist. The meteorologist we hire will do the weather for our newscasts. We are also looking for someone able to report live from community events during newscasts.

This is a great opportunity for a meteorologist who is ready to take their skills to the next level. We have a veteran weather team that will be focused on helping the meteorologist we hire improve and grow every day. Our Chief Meteorologist is always on the cutting edge of the latest weather technology and loves to teach others on our team. We are looking for a candidate with 1-2 years' experience on-air as a television meteorologist is preferred (reporting experience is a plus).

WDBJ7 is located in a beautiful, booming area that experiences a wide variety of weather. Roanoke is not just a great place to forecast the weather but also an amazing place to live.

If you think this is the job for you, email your resume and a link of your recent work to our News Director Eric Walters at ewalters@wdbj7.com and also apply online at

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.gray.tv%2fapplynow.&c=E,1,qjrTmPzPcqoaQNx9gmpx4wOQ1oSb6PJsh4xAjQK3UA_Ddt-GgDDtE4BW1rb_x5pway6PLsO3L-utPZu4Sx8jHm-CNhed_LDVKjVbmoYxTvg,&typo=1

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Human Resources Manager
WDBJ

Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to an 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
https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,WZ9MI5P5MyYrvOeaCmWXHMN72iLld-AI1Q5BrRbTiNfvuciTHsDW4pIIIm4n86MHI7fi9sLfQRgQKt3PMsaWUI8T3D4pCvbOZPV0XCjs24dkS0_I9BWMaw5Rng,,&typo=1
(https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.tvjobs.com&c=E,1,kDSOQ2akMxpJbzkw519wnGyzJpElvg5prQCHQFyNAc0nacYbkMBSyNB4wIIQPot_wyYL8Z5tqSp9SWmXswT1XCA2cwzyOjpgFEJeNjilltUfBzlow9aq09TrVA,,&typo=1)
3. We will send notification of pending expiration 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, 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 7/8/2022.
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:

<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.tvjobs.com%2fcgi-bin%2fJOB%3fd%3d2546001537270210&c=E,1,bJLUKG7a53TmGrTgningQzlcApJZGMersFMe9N-VE3Ukt6nkPuydjNnVXrF0dnGayEHpdxzeYgU4YSGhwTxrKTUxl2EyxJb4IdnF69U&typo=1>

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

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,yevRIOapSEjBrZGaOs-UntaTWQLej2MBIe0869dIXZmJQVRkm1NbFgzbBhFddDe3EeC0i-aBn9lhpJaQIJ_T34gclhmpYhxrwYCxHeShSmr1k47eWOqA&typo=1
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you

Martha Graves

From: Rashad, Tariq A SAMVAMC <Tariq.Rashad@va.gov>
Sent: Friday, May 06, 2022 12:10 PM
To: Martha Graves; Wells-Garland, Mary E SAMVAMC
Subject: RE: WDBJ - Meteorologist Job Opening

Thank you for tagging us on the email, I appreciate it.

From: Martha Graves <martha.graves@wdbj7.com>
Sent: Friday, May 6, 2022 11:34 AM
To: Rashad, Tariq A SAMVAMC <Tariq.Rashad@va.gov>; Wells-Garland, Mary E SAMVAMC <Mary.Wells-Garland@va.gov>
Subject: [EXTERNAL] WDBJ - Meteorologist Job Opening

We have the following job opening. Please confirm receipt by return email.

Meteorologist

WDBJ Television, the #1 TV station in the 67th largest market in the country, is looking for a meteorologist. The meteorologist we hire will do the weather for our newscasts. We are also looking for someone able to report live from community events during newscasts.

This is a great opportunity for a meteorologist who is ready to take their skills to the next level. We have a veteran weather team that will be focused on helping the meteorologist we hire improve and grow every day. Our Chief Meteorologist is always on the cutting edge of the latest weather technology and loves to teach others on our team. We are looking for a candidate with 1-2 years' experience on-air as a television meteorologist is preferred (reporting experience is a plus).

WDBJ7 is located in a beautiful, booming area that experiences a wide variety of weather. Roanoke is not just a great place to forecast the weather but also an amazing place to live.

If you think this is the job for you, email your resume and a link of your recent work to our News Director Eric Walters at ewalters@wdbj7.com and also apply online at <https://www.gray.tv/applynow>.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Martha Graves

540-777-3201



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**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|-----------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Videographer/Editor | Date Filled: 8/10/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray Website/Indeed | Total Number of Interviewees: 4 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Hampden-Sydney College (Handshake) | N | |
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 30 | Virginia Radio Television (VARTV.com) | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 34 | Gray Website/Indeed | N | 4 |
| 40 | WDBJ website | N | |

Job Description

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------|---------------------|
| Internal Job Title(Job Code Description): | Editor – News (H) | External Job Title: | Editor/Photographer |
| Job Code: | E2N1WD | Department: | News |
| FLSA Status: | Non-Exempt | Grade Level/Salary Range: | |
| EEO Code: | Technician | Supervises Others? | No |
| Purpose: | | | |
| The Editor gathers and edits video content for newscasts and online. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years experience editing | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Able to edit stories, work with producers/reporters • Able to communicate clearly • Ability to edit video and still photos to match story for on-air or on-line • Knowledge of how to appropriately use of nat sound • Must possess the ability to edit on non-linear equipment and to adapt to new technology. • Generate story ideas; identify potential stories • Must be able to operate Microsoft Windows software • Ability to operate news related software is preferred • Must be able to work well under pressure with limited supervision and daily deadlines • Ability to stay current with national and local news/weather • Strong initiative and attention to detail is required • Ability to remain positive and foster a positive work environment • Understanding of and ability to follow and enforce the journalistic code of ethics • Must be capable of working well with others in challenging work environments to produce the best product for the viewer. • Must have working knowledge of ENG trucks • Basic knowledge of web posting software • Basic knowledge of social media | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • High School Diploma, Bachelor's Degree in Journalism or related field preferred | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid Driver's License and be insurable | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Edit video and audio for broadcast, promos, and teases • Edit and ingest news video from network and other sources for broadcast • Demonstrates sound news judgment and ability to tell stories with pictures and natural sound • Must be able to utilize non-linear editing equipment on a daily basis • Must be a visual storyteller • Communicate with reporters, writers, and producers on video needed for news stories | | | |

- Keep track of edited news stories for broadcast, maintain archive
- Respond to breaking news or urgent newsroom situations
- Responsible for ensuring all goals and objectives are being met and training sessions are attended
- Must demonstrate the drive to grow and learn as well as offer creativity every day.
- Ability to work well with co-workers and in a professional manner is required.
- Critique, feedback and training are part of the job
- Required to observe all safety regulations in house
- Load raw video and still photos to the Web site prior to editing television video
- Communicate with the web staff during breaking news
- Manage storage space in video clip bins and maintain a still photo library
- Explore ways to increase visual content on the Web site
- Working knowledge of local geography and road routes is strongly preferred.
- Follow clothing and appearance guidelines
- Perform other duties as assigned
- Work evenings, weekends and holidays as needed

Working Conditions:

- Must be able to walk for extended periods while carrying equipment, carry up to 50 lbs.
- Must be able to stand and walk for extended periods
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility. Frequent lifting
- Exposure to atmospheric conditions will be encountered; significant outdoor work in all weather conditions is to be expected. Occasionally morning, evening, or weekend work is required.

Short copy:

Editor/Photographer – The #1 station in the 68th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

We want someone who has both the skills and the desire to do all of these tasks on different days.

The ability to work well on a team is also required. The WDBJ7 newsroom is filled with journalists who not only strive to grow and learn each day but also help their coworkers do the same. We are looking for someone who will fit in with the culture of teamwork and collaboration we have created here at WDBJ7. If you are think you are ready for this unique challenge, apply online at www.gray.tv/applynow and also email ewalters@wdbj7.com. Please include a link to examples of your recent work.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Gena Miller

From: Martha Graves
Sent: Friday, May 6, 2022 11:04 AM
To: Wells-Garland, Mary E SAMVAMC
Subject: WDBJ Job Posting - Editor/Photographer

Follow Up Flag: Flag for follow up
Flag Status: Completed

The following job is available at WDBJ. Please confirm receipt by return email.

Editor/Photographer – The #1 station in the 68th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

We want someone who has both the skills and the desire to do all of these tasks on different days.

The ability to work well on a team is also required. The WDBJ7 newsroom is filled with journalists who not only strive to grow and learn each day but also help their coworkers do the same. We are looking for someone who will fit in with the culture of teamwork and collaboration we have created here at WDBJ7. If you are think you are ready for this unique challenge, apply online at www.gray.tv/applynow and also email ewalters@wdbj7.com. Please include a link to examples of your recent work.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Thank you.

Martha Graves
540-777-3201



Martha Graves

From: Martha Graves
Sent: Friday, May 06, 2022 11:05 AM
To: ads@vartv.com
Subject: WDBJ Job Posting - Editor/Photographer

The following job is available at WDBJ. Please confirm receipt by return email.

Editor/Photographer – The #1 station in the 68th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

We want someone who has both the skills and the desire to do all of these tasks on different days.

The ability to work well on a team is also required. The WDBJ7 newsroom is filled with journalists who not only strive to grow and learn each day but also help their coworkers do the same. We are looking for someone who will fit in with the culture of teamwork and collaboration we have created here at WDBJ7. If you think you are ready for this unique challenge, apply online at www.gray.tv/applynow and also email ewalters@wdbj7.com. Please include a link to examples of your recent work.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Thank you.

Martha Graves
540-777-3201



**WDBJ-DT / WZBJ-DT / WZBJ-CD
ABBREVIATED VACANCY DATA FORM**

| | |
|-----------------------------------------------------------------------|------------------------------------------------------------|
| Full-Time Job Title: Videographer/Editor | Date Filled: 8/22/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray Website/Indeed | Total Number of Interviewees: <i>See Note Below</i> |

Note: Please see the Vacancy Data Form for the Videographer/Editor position filled on 8/10/2022 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Sports Director | Date Filled: 10/5/2022 |
| Recruitment Source ("RS") Referring Hiree: Internal Hire/Promotion | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 22 | TVJOBS.COM | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 34 | Gray Website/Indeed | N | 1 |
| 35 | Internal Hire/Promotion | N | 2 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------|-----------------|
| Internal Job Title (Job Code Description): | Sports Director | External Job Title: | Sports Director |
| Job Code: | | Department: | News |
| Reports To: | News Director | Location: | |
| Company: | | Position Type: | |
| FLSA Status: | Creative | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| Anchor sports news for daily broadcasts. Responsible for organizing all sports coverage and coordinating all special projects. Assist News Director in hiring, training, and supervising members of the sports staff. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 2-5 years of experience as sports anchor • Experience with television photography • Experience shooting and editing video | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Computer knowledge including newsroom software, office applications, and Internet use • Strong knowledge of sports, especially local • Must be able to develop relationships with coaches, athletes, and school administrators for breaking news • Must be able to report “live” and ad-lib during breaking sports news • Commanding and personable anchor presence, sound news judgment • Excellent interview and conversational speaking skills • Clear, concise, and accurate writing skills • Strong research skills, including familiarity with online search engines • Maintain strong journalistic ethics and professional and ethical conduct • Strong initiative and attention to details • Ability to operate cameras and edit video, use non-linear editing equipment • Basic knowledge of web posting software, able to produce and post content to the web • Intermediate level knowledge of social media to engage viewers • Willingness to work as part of a team • Ability to stay current with national and local sports news • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision • Demonstrate leadership through training and mentoring sports team • Ability to remain positive and foster a positive work environment • Plan ahead, organize coverage, and maximize resources | | | |

Job Description

- Must be willing to travel
- Ability to enterprise local hard-news stories
- Follow clothing and appearance guidelines

Education:

- Bachelor's degree in Communications, Journalism, or related field

Licensing/Certifications:

- Valid driver's license with a good driving record

Essential Functions:

- Anchor sports segments in a clear, energetic and informative manner
- Gathers and provides news and information in the most accurate, appealing, timely and creative way
- Plan, produce, report, write, shoot and edit stories and sports segments
- Oversee daily sports assignments
- Responsible for organizing and producing Friday Football Extra
- Lead, train and schedule sports team
- Maintain contacts and knowledge of local area sports
- Conduct interviews in the field and on-set, cover live sporting events
- Coordinate with news director, assignment editor, and chief photographer for special sports coverage and events in advance
- Enterprise compelling, creative local sports stories that go beyond the highlights and are highly personalized
- Interact with the show producer and news management to integrate all sports coverage into the overall news product, determine best presentation of reports, and ensure story accuracy
- Post and update stories on the web
- Responsible for overseeing and creating a unique approach to all digital elements for the sports department, including mobile, social media, website, etc.
- Participates in story selection process through meetings; attendance at editorial meetings is required
- Respond to phone calls and emails received concerning sports coverage
- Post extended interviews, raw video and photo galleries to station website
- Communicate with the web staff during breaking sports related news
- Maintain sports library
- Interact with viewers through social media such as Facebook and Twitter
- Attend/host/speak at community service, schools and community events; meet and greet viewers
- Substitute sports anchor when needed
- Follow clothing and appearance guidelines
- Critique, feedback, and training are part of the job
- Perform other job-related duties as assigned

Working Conditions:

- Must be able to lift and 50-75 lbs. for short distances, walk for extended periods of time while carrying equipment
- Position requires the ability to stand/walk for prolonged periods.
- Employee will be exposed to atmospheric conditions.

Job Description

- Employee should expect substantial outdoor work in all weather conditions.
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, handle or feel, stoop, kneel, crouch, and crawl. Regularly walk, stand, talk, sit, and hear.
- Some evenings, weekends, and holidays required. Occasional travel required.

| | | | |
|--|--|--|--|
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| | | | |

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

The work activities listed are intended to describe the essential functions of persons assigned to this job. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I have received a copy of this Job Description and have read and understand its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Gena Miller

From: Gena Miller
Sent: Tuesday, August 9, 2022 11:21 AM
To: Wells-Garland, Mary E SAMVAMC
Subject: WDBJ Job Opening - Sports Director

Hello,

Please post the job opening listed below and reply to this email as confirmation that you have received it.

Sports Director

WDBJ7 is looking for someone to lead the best sports coverage in Southwest Virginia. Our coverage spans from high schools across 26 counties, ACC athletics, and NASCAR. We are looking for a Sports Director to lead and guide our coverage on the most dominant television and digital platforms in the market. This person will above all understand that sports stories are people stories.

Duties and responsibilities include, but are not limited to:

- Anchor sports segments in a clear, energetic and informative manner
- Gathers and provides news and information in the most accurate, appealing, timely and creative way
- Plan, produce, report, write, shoot and edit stories and sports segments
- Oversee daily sports assignments
- Responsible for organizing and producing Friday Football Extra, other sports specials
- Lead, train and schedule sports team
- Maintain contacts and knowledge of local area sports
- Conduct interviews in the field and on-set, cover live sporting events
- Coordinate with news director, assignment editor, and chief photographer for special sports coverage and events in advance
- Enterprise compelling, creative local sports stories that go beyond the highlights and are highly personalized
- Interact with the show producer and news management to integrate all sports coverage into the overall news product, determine best presentation of reports, and ensure story accuracy
- Post and update stories on the web
- Responsible for overseeing and creating a unique approach to all digital elements for the sports department, including OTT Desk, mobile, social media, website, etc.
- Participates in story selection process through meetings; attendance at editorial meetings is required
- Respond to phone calls and emails received concerning sports coverage
- Post extended interviews, raw video and photo-galleries to station website
- Communicate with the web staff during breaking sports related news
- Maintain sports library
- Interact with viewers through social media such as Facebook and Twitter
- Attend/host/speak at community service, schools and community events; meet and greet viewers
- Substitute sports anchor when needed
- Follow clothing and appearance guidelines
- Critique, feedback, and training are part of the job
- Perform other job-related duties as assigned

Qualifications/Requirements:

- 2-5 years of experience as sports anchor
- Experience with television photography
- Experience shooting and editing video

Essential Knowledge, Skills, and Abilities -

- Computer knowledge including newsroom software, office applications, and Internet use
- Strong knowledge of sports, especially local
- Must be able to develop relationships with coaches, athletes, and school administrators for breaking news
- Must be able to report "live" and ad-lib during breaking sports news
- Commanding and personable anchor presence, sound news judgment
- Excellent interview and conversational speaking skills
- Clear, concise, and accurate writing skills
- Strong research skills, including familiarity with online search engines
- Maintain strong journalistic ethics and professional and ethical conduct
- Strong initiative and attention to details
- Ability to operate cameras and edit video, use non-linear editing equipment
- Basic knowledge of web posting software, able to produce and post content to the web
- Intermediate level knowledge of social media to engage viewers
- Willingness to work as part of a team
- Ability to stay current with national and local sports news
- Ability to meet tight deadlines and work well under pressure
- Ability to work independently with little supervision
- Demonstrate leadership through training and mentoring sports team
- Ability to remain positive and foster a positive work environment
- Plan ahead, organize coverage, and maximize resources
- Must be willing to travel
- Follow clothing and appearance guidelines

Education - Bachelor's degree in Communications, Journalism, or related field

Licensing/Certifications - Valid driver's license with a good driving record

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter and references*

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

Gena Miller

From: Diane Douglas
Sent: Monday, August 8, 2022 4:37 PM
To: Gena Miller
Cc: GrayTV - Jobs; Eric Walters
Subject: Posting/LIVE: WDBJ - Sports Director - 8/8/22

Hi Gena,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com and Career Builder may take up to 24 hours to post job.**

IMPORTANT: Make sure you complete the hiring process before closing out a job. All department heads, inform your OM/HR or business managers before closing a position. ***Closing a position prematurely may disrupt the hiring process of the candidate.***

[SPORTS DIRECTOR - WDBJ | Gray Television \(ultipro.com\)](#)

SPORTS DIRECTOR - WDBJ Published

0 Applicants

WDBJ Roanoke 131 | News 520 | No Sub | Division

Details Postings

Company Job Boards

Job Board

Posted Date

Gray Television

was posted on 08/08/2022

was posted on 08/08/2022

Internal

External



Display as Featured

Save

Cancel

Third Party Job Sites

Post opportunities to third party job sites.

Auto-Feed

If posted to an external company job board, this opportunity will also be posted automatically to the fol. It may take up to 24 hours for the posting to become available.

Job Site

Status

CareerBuilder

Posted Today

Indeed

Posted Today

Diane E. Douglas

Human Resource Specialist

| 4370 Peachtree Road NE • Atlanta, GA 30319

| 313.622.3323

Website: www.gray.tv | Help Desk: (866)344-0890

Please Note: after 5:00pm (EST) - positions are posted next business day

Approved Positions: posted within 24 business day hours



From: Gena Miller <gena.miller@wdbj7.com>
Sent: Monday, August 8, 2022 3:26 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: WDBJ - Sports Director Opening

Please post the attached job posting.

Thanks,

Gena Miller

Office Manager
(540) 777-3233



**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|-------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Evening Anchor/Investigative Reporter | Date Filled: 12/13/2022 |
| Recruitment Source ("RS") Referring Hiree: Gray Corporate Recruiter | Total Number of Interviewees: 2 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 22 | TVJOBS.COM | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 34 | Gray Website/Indeed | N | 1 |
| 40 | WDBJ website | N | |
| 41 | Gray Corporate Recruiter | N | 1 |

Job Description

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|---------------------------------------|
| Internal Job Title (Job Code Description): | MMJ-Anchor S | External Job Title: | Evening Anchor/Investigative Reporter |
| Job Code: | MMJ103 | Department: | News |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>WDBJ7, Roanoke's #1 news station, has an immediate opening for an experienced News Anchor/Investigative MMJ to co-anchor our award-winning evening newscasts. The ideal candidate has a passion for broadcast journalism, a strong background in storytelling, in-depth investigative reporting experience and a desire to own breaking news happening across our Hometowns. WDBJ7 is looking for anchors who don't just read the news. We want leaders in the newsroom every day, who actively help shape coverage and content while mentoring and growing other members of the WDBJ7 news team. The successful candidate must be passionate about breaking news and in-depth investigative reports.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • At least two years of television anchoring/reporting is preferred • Experience with ENPS newsroom software and/or non-linear editing • Experience with web writing, social media posts is required • Excellent broadcasting writing experience is a must • Experience with digital cameras. • Editorial leadership skills a plus • Have experience with many platforms including web, mobile and social networks • Experience creating quality investigative content which advocates for the viewers of the market | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Anchor daily Evening newscasts • Report and produce short and long-term investigative reports • Field anchor live newscasts as necessary • Anchor live events (OTT) from our WDBJ7+ Digital News Desk • Present fair and balanced information to viewers • Work with producers to create unique, fast-paced newscasts • Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a dynamic product. • Strong initiative, attention to detail, and advanced ethical decision-making skills required. • Must possess excellent interview and conversational writing skills | | | |

Job Description

- Excellent live reporting skills and strong on-camera presentation skills required
- Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use
- Ability to shoot and edit video with digital cameras
- Able to produce and post content to our websites
- Intermediate knowledge of social media
- Must be able to work independently with limited supervision
- Work well in a team environment
- Ability to meet tight deadlines and well under pressure
- Strong initiative and attention to detail is required
- Demonstrate solid news judgment and journalistic ethics
- Maintain professional and ethical conduct at the station and in the community
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Strong research skills, including the ability to navigate online search engines
- Must stay current with national and local news/weather
- Ability to enterprise local hard-news stories

Education:

- Bachelors Degree in journalism or related field required

Licensing/Certifications:

- Must hold a valid driver's license and be insurable

Essential Functions:

- Delivers the news and introduces content from local news reporters, sports, and weather, as well as external sources in accordance with the program rundown
- Delivers unscripted breaking news coverage and special event coverage to the community at large.
- Writes stories, teases and other important content to contribute to the overall quality of the newscasts
- Receives news assignments or evaluates leads and tips in order to develop story ideas.
- Covers news in the field when necessary.
- Posts stories and other content while heavily engaging with the audience on WDBJ7's social media channels
- Participates and contributes to promotions for station image campaigns and station initiatives year-round
- Makes public appearances on behalf of the station
- Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed.
- Must be willing to work flexible hours and possess the ability to work well with co-workers.
- Develops, investigates, writes, reports and edits stories of interest
- Edit packages using Edius system
- Follow clothing and appearance guidelines.
- Ability to generate investigative stories using sources to dig deeper
- Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports.
- Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station.
- Writes and post website stories prior to airing of the television version
- Work mornings, evenings, weekends and holidays as needed

Job Description

- Performs other incidental and related duties as required and assigned
- Research, gather, write and report news stories for on-air and online in the most accurate, appealing, timely and creative way using all sources
- Report “live” on the scene, especially during breaking news
- Conduct interviews in the field and on-set
- Demonstrate sound news judgment, collaborate with others to present the story in the best way
- Participate in story selection process through meetings, regularly contribute story ideas
- Attend/host/speak at community service, schools, and community events; meet and greet viewers
- Must update social media sites daily, including Facebook, to report stories and interact with viewers
- Possess a broad and working knowledge of the viewing area, including people, places, things, and history
- Critique, feedback, and training are part of the job
- Communicate with the web staff and other appropriate staff members during breaking news
- Follow clothing and appearance guidelines.
- Must be a visual storyteller; perform creative stand-ups and explanatory live shorts
- Perform other job-related duties as assigned

Working Conditions:

- Must be able to stand for extended periods
- Ability to lift 50lbs for short distances
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.
- Employee will be exposed to atmospheric conditions. Employees should expect substantial outdoor work in all weather conditions

WDBJ7, Roanoke’s #1 news station, has an immediate opening for an experienced News Anchor/Investigative MMJ to co-anchor our award-winning evening newscasts. The ideal candidate has a passion for broadcast journalism, a strong background in storytelling, in-depth investigative reporting experience and a desire to own breaking news happening across our Hometowns. WDBJ7 is looking for anchors who don’t just read the news. We want leaders in the newsroom every day, who actively help shape coverage and content while mentoring and growing other members of the WDBJ7 news team. The successful candidate must be passionate about breaking news and in-depth investigative reports. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver’s review and testing. EOE

Gena Miller

From: Gena Miller
Sent: Monday, August 8, 2022 11:19 AM
To: Wells-Garland, Mary E SAMVAMC
Subject: WDBJ Job Opening - Please Post

Good morning,

Please post the following job opening, and please reply to this email to confirm that you have received it.

Evening Anchor/Investigative Reporter

About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About WDBJ:

WDBJ7, WZBJ and WDBJ7.com is a Gray owned dominant CBS affiliated media powerhouse in beautiful Roanoke, Virginia. Known as "Your Hometown Station®", WDBJ7 and WZBJ serve 26 counties across the Blue Ridge Mountain region and produces more than 55 hours of award-winning local news coverage, more than any of its competitors in the Roanoke/Lynchburg market.

Job Summary/Description:

WDBJ7, Roanoke's #1 news station, has an immediate opening for an experienced News Anchor/Investigative MMJ to co-anchor our award-winning evening newscasts. The ideal candidate has a passion for broadcast journalism, a strong background in storytelling, in-depth investigative reporting experience and a desire to own breaking news happening across our Hometowns. WDBJ7 is looking for anchors who don't just read the news. We want leaders in the newsroom every day, who actively help shape coverage and content while mentoring and growing other members of the WDBJ7 news team. The successful candidate must be passionate about breaking news and in-depth investigative reports.

Duties and responsibilities include, but are not limited to:

- Anchor daily Evening newscasts; ability to enterprise local hard-news stories
- Report and produce short and long-term investigative reports
- Field anchor live newscasts as necessary
- Anchor live events (OTT) from our WDBJ7+ Digital News Desk
- Present fair and balanced information to viewers
- Work with producers to create unique, fast-paced newscasts
- Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a dynamic product
- Must possess excellent interview and conversational writing skills
- Excellent live reporting skills and strong on-camera presentation skills required

- Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use
- Ability to shoot and edit video with digital cameras
- Able to produce and post content to our websites
- Intermediate knowledge of social media
- Must be able to work independently with limited supervision
- Ability to meet tight deadlines and well under pressure
- Strong initiative and attention to detail is required
- Demonstrate solid news judgment and journalistic ethics
- Maintain professional and ethical conduct at the station and in the community
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Strong research skills, including the ability to navigate online search engines
- Must stay current with national and local news/weather

Qualifications/Requirements:

- At least two years of television anchoring/reporting is preferred
- Experience with ENPS newsroom software and/or non-linear editing
- Experience with web writing, social media posts is required
- Excellent broadcasting writing experience is a must
- Experience with digital cameras
- Editorial leadership skills a plus
- Have experience with many platforms including web, mobile and social networks
- Experience creating quality investigative content which advocates for the viewers of the market
- Bachelors Degree in journalism or related field required

Licensing/Certifications: Must hold a valid driver's license and be insurable

*Qualified, interested applicants may go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter and references*

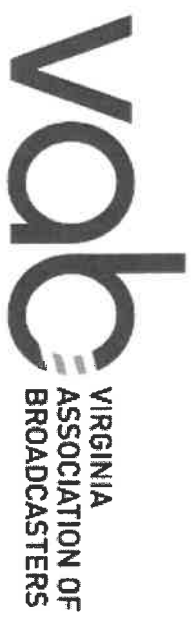
Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

Thank you,



Job Posting

Thank you for your job posting .

Your posting (JobID# 10620) has been approved. This is your confirmation.

Success

[Make Another Job Posting](#)

Virginia Association of Broadcasters
250 West Main Street, Suite 100, Charlottesville, VA 22902
Phone: (434) 977-3716

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Active Jobs

| Position | Locations | Type | Dept | Added | Edit |
|----------------------------------------|-------------|-----------|------|----------|------|
| Evening Anchor/ Investigative Reporter | Roanoke, VA | Full Time | News | 8/8/2022 | Edit |

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|--------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Videographer/Editor | Date Filled: 1/24/2023 |
| Recruitment Source ("RS") Referring Hiree: Gray Website/Indeed | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Hampden-Sydney College (Handshake) | N | |
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 34 | Gray Website/Indeed | N | 3 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------|---------------------|
| Internal Job Title(Job Code Description): | Editor – News (H) | External Job Title: | Editor/Photographer |
| Job Code: | E2N1WD | Department: | News |
| FLSA Status: | Non-Exempt | Grade Level/Salary Range: | |
| EEO Code: | Technician | Supervises Others? | No |
| Purpose: | | | |
| The Editor gathers and edits video content for newscasts and online. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years experience editing | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Able to edit stories, work with producers/reporters • Able to communicate clearly • Ability to edit video and still photos to match story for on-air or on-line • Knowledge of how to appropriately use of nat sound • Must possess the ability to edit on non-linear equipment and to adapt to new technology. • Generate story ideas; identify potential stories • Must be able to operate Microsoft Windows software • Ability to operate news related software is preferred • Must be able to work well under pressure with limited supervision and daily deadlines • Ability to stay current with national and local news/weather • Strong initiative and attention to detail is required • Ability to remain positive and foster a positive work environment • Understanding of and ability to follow and enforce the journalistic code of ethics • Must be capable of working well with others in challenging work environments to produce the best product for the viewer. <ul style="list-style-type: none"> • Must have working knowledge of ENG trucks • Basic knowledge of web posting software • Basic knowledge of social media | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • High School Diploma, Bachelor’s Degree in Journalism or related field preferred | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid Driver’s License and be insurable | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Edit video and audio for broadcast, promos, and teases • Edit and ingest news video from network and other sources for broadcast • Demonstrates sound news judgment and ability to tell stories with pictures and natural sound • Must be able to utilize non-linear editing equipment on a daily basis • Must be a visual storyteller • Communicate with reporters, writers, and producers on video needed for news stories | | | |

- Keep track of edited news stories for broadcast, maintain archive
- Respond to breaking news or urgent newsroom situations
- Responsible for ensuring all goals and objectives are being met and training sessions are attended
- Must demonstrate the drive to grow and learn as well as offer creativity every day.
- Ability to work well with co-workers and in a professional manner is required.
- Critique, feedback and training are part of the job
- Required to observe all safety regulations in house
- Load raw video and still photos to the Web site prior to editing television video
- Communicate with the web staff during breaking news
- Manage storage space in video clip bins and maintain a still photo library
- Explore ways to increase visual content on the Web site
- Working knowledge of local geography and road routes is strongly preferred.
- Follow clothing and appearance guidelines
- Perform other duties as assigned
- Work evenings, weekends and holidays as needed

Working Conditions:

- Must be able to walk for extended periods while carrying equipment, carry up to 50 lbs.
- Must be able to stand and walk for extended periods
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility. Frequent lifting
- Exposure to atmospheric conditions will be encountered; significant outdoor work in all weather conditions is to be expected. Occasionally morning, evening, or weekend work is required.

Short copy:

Editor/Photographer – The #1 station in the 68th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

We want someone who has both the skills and the desire to do all of these tasks on different days.

The ability to work well on a team is also required. The WDBJ7 newsroom is filled with journalists who not only strive to grow and learn each day but also help their coworkers do the same. We are looking for someone who will fit in with the culture of teamwork and collaboration we have created here at WDBJ7. If you are think you are ready for this unique challenge, apply online at www.gray.tv/applynow and also email ewalters@wdbj7.com. Please include a link to examples of your recent work.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE.

Gena Miller

From: Gena Miller
Sent: Wednesday, December 7, 2022 10:29 AM
To: tariq.rashad@va.gov
Cc: Gena Miller
Subject: WDBJ Job Opening

Hello,

Please post the job opening listed below and send me a confirmation that it has been received.

Thanks.

EDITOR/PHOTOGRAPHER

Job Summary/Description:

The #1 station in the 67th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we will hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

Duties/Responsibilities include, but are not limited to:

- Edit video and audio for broadcast, promos and teases
- Edit and ingest news video from networks and other sources for broadcast
- Demonstrates sound news judgment and ability to tell stories with pictures and natural sound
- Must be able to utilize non-linear editing equipment on a daily basis
- Communicate with reporters, writers, and producers on video needed for news stories
- Keep track of edited news stories for broadcast; maintain archive
- Respond to breaking news or urgent newsroom situations
- Responsible for ensuring all goals and objectives are being met and training sessions are attended
- Must demonstrate the drive to grow and learn as well as offer creativity every day
- Ability to work well with co-workers and in a professional manner is required
- Critique, feedback and training are part of the job
- Required to observe all safety regulations in house
- Load raw video and still photos to the web site prior to editing television video
- Communicate with the web staff during breaking news
- Manage storage space in video clip bins and maintain a still photo library
- Explore ways to increase visual content on the web site
- Working knowledge of local geography and road routes is strongly preferred
- Follow clothing and appearance guidelines
- Perform other duties as assigned
- Work evenings, weekends and holidays as needed

Qualifications/Requirements:

- Able to edit stories, work with producers/reporters
- Ability to edit video and still photos to match story for on-air for on-line

- Knowledge of how to appropriately use NAT sound
- Must possess the ability to edit on non-linear equipment and to adapt to new technology
- Generate story ideas; identify potential stories
- Must be able to operate Microsoft Windows software
- Ability to operate news related software is preferred; Basic knowledge of web posting software
- Must be able to work well under pressure with limited supervision and daily deadlines
- Ability to stay current with national and local news/weather
- Strong initiative and attention to detail is required
- Ability to remain positive and foster a positive work environment
- Understanding of and ability to follow and enforce the journalistic code of ethics
- Must be capable of working well with others in challenging work environments to produce the best product for the viewer
- Must have working knowledge of ENG trucks
- Basic knowledge of social media

Qualified, interested applicants may go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "apply now", upload your resume, cover letter and references

WDBJ-TV/Gray Television Group, Inc. is a drug-free company

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

Gena Miller

Office Manager
(540) 777-3233



ADVERTISEMENT

Editor/Photographer



WDBJ7 Logo (WDBJ7)

By [WDBJ7 Staff](#)

Published: Dec. 7, 2022 at 10:59 AM EST



The #1 station in the 67th largest market in the country is looking for an employee with multiple skills who is willing to wear many hats in the newsroom. The person we will hire will edit newscasts, shoot news and sporting events, as well as work with MMJs and anchors on packages.

Duties/Responsibilities include, but are not limited to:

- Edit video and audio for broadcasts, promos and teases.
- Edit and ingest news videos from networks and other sources for broadcast.

ADVERTISEMENT

- Demonstrates sound news judgment and ability to tell stories with pictures and natural sound.
- Must be able to utilize non-linear editing equipment on a daily basis.
- Communicate with reporters, writers, and producers on video needed for news stories.
- Keep track of edited news stories for broadcast; maintain archive.
- Respond to breaking news or urgent newsroom situations.

- Responsible for ensuring all goals and objectives are being met and training sessions are attended.
- Must demonstrate the drive to grow and learn as well as offer creativity every day.
- Ability to work well with co-workers and in a professional manner is required.

- Critique, feedback and training are part of the job.
- Required to observe all safety regulations in house.
- Load raw video and still photos to the website prior to editing television video.
- Communicate with the web staff during breaking news.

- Manage storage space in video clip bins and maintain a still photo library.
- Explore ways to increase visual content on the website.
- Working knowledge of local geography and road routes is strongly preferred.
- Follow clothing and appearance guidelines.

- Perform other duties as assigned.
- Work evenings, weekends and holidays as needed.

Qualifications/Requirements:

- Able to edit stories, and work with producers/reporters.
- Ability to edit video and still photos to match story for on-air or online.
- Knowledge of how to appropriately use NAT sound.
- Must possess the ability to edit on non-linear equipment and to adapt to new technology.
- Generate story ideas; identify potential stories.
- Must be able to operate Microsoft Windows software.
- Ability to operate news-related software is preferred; Basic knowledge of web posting software.
- Must be able to work well under pressure with limited supervision and daily deadlines.
- Ability to stay current with national and local news/weather.
- Strong initiative and attention to detail are required.
- Ability to remain positive and foster a positive work environment.
- Understanding of and ability to follow and enforce the journalistic code of ethics.
- Must be capable of working well with others in challenging work environments to produce the best product for the viewer.

- Must have a working knowledge of ENG trucks.
- Basic knowledge of social media.

Qualified, interested applicants may go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on **"apply now"**, upload your resume, cover letter and references

WDBJ-TV/Gray Television Group, Inc. is a drug-free company

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether *part-time or full-time*, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

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Search Now

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**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|---------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Digital Producer | Date Filled: 2/1/2023 |
| Recruitment Source ("RS") Referring Hiree: LinkedIn | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Hampden-Sydney College (Handshake) | N | |
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 34 | Gray Website/Indeed | N | 2 |
| 37 | LinkedIn | N | 1 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------|------------------|
| Internal Job Title (Job Code Description): | Producer-Digital News (h) | External Job Title: | Digital Producer |
| Job Code: | YBN1WD | Department: | News |
| Reports To: | | Location: | |
| Company: | | Position Type: | |
| FLSA Status: | Non-Exempt | Grade Level/Salary Range: | |
| EEO Code: | Professionals | Supervises Others? | No |
| Purpose: | | | |
| The digital producer writes, reports, and edits news stories; generates story ideas; provides unique social media posts; while overseeing the overall look and content of the web site. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1 – 3 years' experience in journalism | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <p>Be able to write clearly and accurately</p> <p>Must possess excellent interview and conversational writing skills</p> <p>Ability to shoot and edit video; create personalized stories for the web</p> <p>Able to produce and post content to our websites</p> <p>Comprehensive understanding of sports and knowledge of local sports news and athletes</p> <p>Able to use social media outlets to engage viewers</p> <p>Strong emphasis on professional social media skills as related to journalism</p> <p>Must be able to work well under pressure and with limited supervision</p> <p>Strong initiative and attention to detail is required</p> <p>Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers</p> <p>Solid keyboarding skills</p> | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • High School Diploma/GED and some college | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid Driver's License | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Use writing skills for on-line • Write and post website stories, videos, photos • Create eye catching visuals for website traffic (stickiness, click throughs) • Develops and maintains sources • Participates in story selection process through meetings; attendance at editorial meetings is required | | | |

- Various shift work will be required; Holiday work required
- Critique, feedback and training are part of the job
- Follow clothing and appearance guidelines
- Perform other duties as assigned

Working Conditions:

- Possible exposure to atmospheric conditions
- Must be able to walk for extended periods while carrying equipment
- Must be able to stand for extended periods
- Must be able to kneel, crouch, stoop
- While at sporting events watch for game interference, e.g. players running out of bounds, foul balls

D Hughes write-up 1/28/19

Digital Producer – WDBJ7 is the Digital News Leader in the Roanoke/Lynchburg market and we are looking for an innovative individual with a passion for news. The digital producer writes, reports, and edits news stories; generates story ideas, provides unique social media posts while overseeing the overall look and content of the web site.

WDBJ7 has the top news website, Facebook page and twitter feed in the area. We want someone who is not only enthusiastic about helping us grow our current digital platforms but also interested in helping us find new avenues to serve our viewers here in the digital age.

This is a very exciting time for the news business. People are viewing more news than ever and we have so many digital tools available to keep our viewers informed. We want a Digital Producer who is excited about finding creative ways to use these digital tools while also on the lookout for the next big thing. The digital landscape is changing every day so innovation and creativity are crucial for our business.

Attention to detail, organization, and strong writing skills are also a priority for this position. It's a big job but the person we hire will be surrounded by an amazing team and a group of managers focused on helping them learn and grow each and every day. This could be your opportunity to take your career to the next level!

Are you up for the challenge? If so, apply online at www.gray.tv/applynow and also email your resume along with some examples of your writing to david.hughes@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE.



[View](#) / [Modify](#) / [Expire](#)
Current Job Listings

Gena Miller, this page allows you to:

- [View](#) a current job listing
- [Modify](#) a current job listing (only job listings that you posted)
- [Expire](#) a current job listing (only job listings that you posted)

[Back to Admin Area](#)

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Current job listings for WDBJ (CBS), Roanoke, VA

| Job Title <small>(Click on the link to view job)</small> | Posted On | Expires On | On-line # Days | Viewed # Times | Remaining # Days | Posted By | Modify / Expire |
|--------------------------------------------------------------------|------------------|-------------------|-----------------------|-----------------------|-------------------------|-----------------------------|-------------------------------------------------|
| Digital News Producer | 1/20/2023 | 3/20/2023 | 1 | 0 | 59 | Gena Miller | Modify / Expire |

Gena Miller

From: Gena Miller
Sent: Friday, January 20, 2023 9:03 AM
To: Wells-Garland, Mary E SAMVAMC; tariq.rashad@va.gov
Cc: Gena Miller
Subject: WDBJ7 Job Opening

Importance: High

Please post and send confirmation you have received this.

Thank you.

Job Details

Description

About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About WDBJ:

WDBJ7, WZBJ and WDBJ7.com is a Gray owned dominant CBS affiliated media powerhouse in beautiful Roanoke, Virginia. Known as "Your Hometown Station[®]", WDBJ7 and WZBJ serve 26 counties across the Blue Ridge Mountain region and produces 60.5 hours of award-winning local news coverage, more than any of its competitors in the Roanoke/Lynchburg market.

Job Summary/Description:

WDBJ7 is the Digital News Leader in the Roanoke/Lynchburg market and we are looking for an innovative individual with a passion for news. The digital producer writes, reports, and edits news stories; generates story ideas, provides unique social media posts while overseeing the overall look and content of the web site. WDBJ7 has the top news website, Facebook page and twitter feed in the area. We want someone who is not only enthusiastic about helping us grow our current digital platforms but also interested in helping us find new avenues to serve our viewers here in the digital age.

This is a very exciting time for the news business. People are viewing more news than ever and we have so many digital tools available to keep our viewers informed. We want a Digital Producer who is excited about finding creative ways to use these digital tools while also on the lookout for the next big thing. The digital landscape is changing every day so innovation and creativity are crucial for our business.

Attention to detail, organization, and strong writing skills are also a priority for this position. It's a big job but the person we hire will be surrounded by an amazing team and a group of managers focused on helping them learn and grow each and every day. This could be your opportunity to take your career to the next level!

*** Please note, the primary job duties and responsibilities include, but are not limited to the information listed above

Qualifications/Requirements:

- Be able to write clearly and accurately
- Must possess excellent interview and conversational writing skills
- Ability to shoot and edit video; create personalized stories for the web
- Able to produce and post content to our websites
- Comprehensive understanding of sports and knowledge of local sports news and athletes
- Able to use social media outlets to engage viewers
- Strong emphasis on professional social media skills as related to journalism
- Must be able to work well under pressure and with limited supervision
- Strong initiative and attention to detail is required
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Solid keyboarding skills

Interested applicants may go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter and references

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Additional Info:

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As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

Gena Miller

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|--------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Sales Support/Front Desk | Date Filled: 2/2/2023 |
| Recruitment Source ("RS") Referring Hiree: Gray Website/Indeed | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 3 | Hampden-Sydney College (Handshake) | N | |
| 4 | Hollins University (Handshake) | N | |
| 5 | James Madison University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 14 | Radford University (Hire a Highlander) | N | |
| 16 | Roanoke College Maroon Net (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 34 | Gray Website/Indeed | N | 3 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|--------------------------|
| Internal Job Title | Receptionist H | External Job Title: | Sales Support-Front Desk |
| Job Code: | R1G1WD | Department: | Admin |
| FLSA Status: | Nonexempt | | |
| EEO Code: | Administrative Support Workers | Supervises Others? | No |
| Purpose: | | | |
| Sales support to the sales staff positioned at reception area to also manage reception area. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1+ years of experience in an office environment with 6 months media traffic experience preferred | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Proficient working knowledge of Excel, Word and PowerPoint • Knowledge of digital & broadcast advertising space • Excellent data entry skills • Proficient with office equipment • Must be customer service oriented and have experience working with the public • Must have good problem-solving skills • Must be adaptable to change • Must have a strong attention to detail, maintain accurate records • Excellent written and verbal communication skills • Ability to work on multiple projects simultaneously and prioritize • Ability to meet tight deadlines and work well under pressure • Ability to work independently with little supervision, yet committed to team environment • Must have excellent time management and organizational skills • Ability to remain calm in midst of chaos • Ability to get along with others • Communicate effectively and clearly with employees and callers • Must be dependable and punctual • Ability to remain positive and foster a positive work environment • Must represent the company with professionalism and integrity • Must maintain a high level of confidentiality | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • High school diploma required • Some college/Associate's Degree preferred | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Must hold a valid driver's license and be insurable. | | | |

Job Description

Essential Functions:

- Generate and update presentation materials using PowerPoint
- Process make-goods
- Assist with inputting orders for accounts
- Communicate effectively with account executive and management
- Check new orders, revisions, pre-emptions and make goods
- Send weekly program updates for our TV listings services
- Keep accurate records for accounts
- Create informational and research pieces using Excel, Word and PowerPoint
- Assist sales managers and account executives
- Key advertising orders and revisions when necessary, check orders in system
- Handle pre-emptions and make good needs when necessary
- Create reports as needed
- Verify accuracy of times, days/dates and overall compliance to ensure contracts are error free
- Handle incoming calls and greet visitors
- Answer routine requests for information made by the public
- Open switchboard and lobby in the morning and close switchboard and lobby at end of business day
- Sort daily mail, open and stamp all checks
- Prepare daily bank deposit
- Perform other job-related duties as assigned

Working Conditions:

- Duties are performed mostly indoors in an office environment.
- Employee will be exposed to atmospheric conditions
- Required to sit for extended periods of time
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk, and hear.
- Work regular part-time work week. Some nights, weekends and holidays may be required.

Sales Support

Revised 09/06/2018

Sales Support – Front Desk

WDBJ7 has an opening for a full-time sales support person who will also perform front desk duties. This person's primary duty will be to provide administrative support to our sales team while managing the front desk. To be successful they will need to be skilled in Word, Excel and PowerPoint. They will prepare PowerPoint presentations, data entry for sales orders and assist account executives and sales managers. Experience in media traffic and data entry is preferred. This person must have experience working with the public and have a strong customer service ethic. Dependability and punctuality is a must as is a strong attention to detail and the ability to generate a positive work environment. If you can handle multiple projects accurately and have strong organizational skills send WDBJ7 has an opening for a full-time sales support person who will also perform front desk duties. This person's primary duty will be to provide administrative support to our sales team while managing the front desk. To be successful they

Job Description

will need to be skilled in Word, Excel and PowerPoint. They will prepare PowerPoint presentations, data entry for sales orders and assist account executives and sales managers. Experience in media traffic and data entry is preferred. This person must have experience working with the public and have a strong customer service ethic. Dependability and punctuality is a must as is a strong attention to detail and the ability to generate a positive work environment. If you can handle multiple projects accurately and have strong organizational skills send your resume to bboush@wdbj7.com and apply online at <https://www.gray.tv/applynow>.

Gena Miller

From: Gena Miller
Sent: Tuesday, December 6, 2022 3:53 PM
To: tariq.rashad@va.gov
Cc: Gena Miller
Subject: WDBJ Job Opening

Importance: High

Good afternoon,

Please post this job opening and send me a confirmation that it has been received.

Thank you.

SALES SUPPORT/FRONT DESK

WDBJ7 has an opening for a full-time sales support person who will perform front desk duties. Primary duty is to provide administrative support to sales team and managing front desk. Skills in Word, Excel and PowerPoint needed. Individual will prepare PowerPoint presentations, data entry for sales orders and assist account executives and sales managers. Experience in media traffic and data entry preferred. Candidate must have experience working with the public and have a strong customer service ethic.

Duties/Responsibilities include, but are not limited to:

- Generate and update presentation materials using PowerPoint
- Assist sales team with digital and tv orders/campaigns
- Communicate effectively with account executives and management
- Check new orders, revisions, pre-emptions and make goods
- Keep accurate records for accounts
- Create informational and research pieces using Excel, Word and PowerPoint
- Assist sales managers and account executives
- Key in advertising orders and revisions for digital and TV when necessary
- Handle pre-emptions and make goods when necessary
- Create reports as needed
- Verify accuracy of times, date/dates and overall compliance to ensure contracts are error free
- Handle incoming calls and greet visitors
- Answer routine requests for information made by the public
- Open switchboard and lobby in the morning and close switchboard and lobby at the end of business day
- Sort daily mail, open and stamp all checks
- Prepare daily bank deposit
- Perform other job-related duties as assigned

Qualifications/Requirements:

- Proficient working knowledge of Excel, Word and PowerPoint
- Knowledge of digital and broadcast advertising space
- Excellent data entry skills
- Proficient with office equipment
- Must be customer service oriented and have experience working with the public
- Must have good problem-solving skills
- Must be adaptable to change
- Must have a strong attention to detail, maintain accurate records
- Excellent written and verbal communication skills
- Ability to work on multiple projects simultaneously and prioritize
- Ability to meet tight deadlines and work well under pressure
- Ability to work independently with little supervision, yet committed to team environment
- Must have excellent time management and organizational skills
- Ability to remain calm in midst of chaos
- Ability to get along with others
- Communicate effectively and clearly with employees and callers
- Must be dependable and punctual
- Ability to remain positive and foster a positive work environment
- Must represent the company with professionalism and integrity
- Must maintain a high level of confidentiality

If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopenings> you may type in the job title, station call letters, or click on "apply now", upload your resume, cover letter along with references

WDBJ-TV/Gray Television Group, Inc. is a drug-free company

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation

Gena Miller

Office Manager
(540) 777-3233



Gena Miller

From: Diane Douglas
Sent: Tuesday, December 6, 2022 11:48 AM
To: Gena Miller
Cc: GrayTV Jobs; Brian Boush
Subject: Posting/LIVE: WDBJ - Sales Support/Front Desk - 12/6/22

Gena,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com and Career Builder may take up to 24 hours to post job.**

IMPORTANT: Make sure you complete the hiring process before closing out a job. All department heads, inform your OM/HR or business managers before closing a position. **Closing a position before completing the disposition will disrupt the hiring process of the candidate**

[SALES SUPPORT/FRONT DESK - WDBJ | Gray Television \(ultipro.com\)](#)

SALES SUPPORT/FRONT DESK - WDBJ Published

0 Applicants

WDBJ Roanoke 131 | General & Adm'n 570 | No Sub | Division

Details Postings

Company Job Boards

| Job Board | Internal | External | Actions |
|---------------------------|-------------------------------------|-------------------------------------|---------|
| Posted Date | | | |
| Gray Television | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ... |
| was posted on: 12/06/2022 | | | |
| was posted on: 12/06/2022 | | | |

Display as Featured

Save Cancel

Third Party Job Sites

Post opportunities to third party job sites.

Auto-Feed

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

| Job Site | Status |
|---------------|--------------|
| CareerBuilder | Posted Today |
| Indeed | Posted Today |

Diane E. Douglas  
Human Resource Specialist

✉ | 4370 Peachtree Road NE • Atlanta, GA 30319

☎ | W: 470.225.5493

Website: www.gray.tv | Help Desk: (866)344-0890

Please Note: after 5:00pm (EST) - positions are posted next business day

Approved Positions: posted within 24 business day hours

From: Gena Miller <gena.miller@wdbj7.com>

Sent: Monday, December 5, 2022 2:48 PM

To: GrayTV Jobs <GrayTV.Jobs@gray.tv>

Subject: WDBJ - Sales Support/Front Desk

Good afternoon,

Please post the attached job opening.

Thank you,

Gena Miller

Office Manager

(540) 777-3233



**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|-------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Multimedia Journalist | Date Filled: 2/17/2023 |
| Recruitment Source ("RS") Referring Hiree: Gray Website | Total Number of Interviewees: 3 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|--------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 4 | Hollins University (Handshake) | N | |
| 6 | Liberty University (Handshake) | N | |
| 7 | Longwood University (Handshake) | N | |
| 8 | Mary Baldwin University (Handshake) | N | |
| 22 | TVJOBS.COM | N | |
| 23 | University of Mary Washington (Handshake) | N | |
| 24 | University of Missouri (Handshake) | N | |
| 25 | University of NC at Ashville & Chapel Hill (Handshake) | N | |
| 27 | University of VA (Handshake) | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 31 | Virginia Tech (Handshake) | N | |
| 34 | Gray Website/Indeed | N | 3 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|----------------|
| Internal Job Title (Job Code Description): | MMJ H | External Job Title: | MMJ / Reporter |
| Job Code: | MMJ103 | Department: | |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full time |
| FLSA Status: | Non-exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>The MMJ position writes, shoots and edits news stories. Must shoot and edit his/her own video, cultivate sources and enterprise stories. Coverage is on-air, live or taped, and on-line. The ability to tell stories with superior live reporting skills, enterprise story coverage and serve as a newsroom leader by working with producers to establish the best story coverage, placement and scripting. Strong emphasis will be placed on all reporting elements.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • At least two years of television reporting is preferred • Experience with ENPS newsroom software and/or Grass Valley non-linear editing a plus. • Experience with web writing, social media posts is required • Excellent broadcasting writing experience is a must • Experience with digital cameras. • Editorial leadership skills a plus • Have experience with many platforms including web, mobile and social networks | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a dynamic product. • Strong initiative, attention to detail, and advanced ethical decision-making skills required. • Must possess excellent interview and conversational writing skills • Excellent live reporting skills and strong on-camera presentation skills required • Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use • Ability to shoot and edit video with digital cameras • Able to produce and post content to our websites • Intermediate knowledge of social media • Must be able to work independently with limited supervision • Work well in a team environment • Ability to meet tight deadlines and well under pressure • Strong initiative and attention to detail is required • Demonstrate solid news judgment and journalistic ethics | | | |

Job Description

- Maintain professional and ethical conduct at the station and in the community
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Strong research skills, including the ability to navigate online search engines
- Must stay current with national and local news/weather
- Ability to enterprise local hard-news stories

Education:

- Bachelors Degree in journalism or related field required

Licensing/Certifications:

- Must hold a valid driver's license and be insurable

Essential Functions:

- Arrive to the editorial meeting on-time at the start of your shift with at least two story ideas that could be produced for that day's newscasts
- Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed.
- Must be willing to work flexible hours and possess the ability to work well with co-workers. Performs other duties as assigned to general assignment reporter.
- Develops, investigates, writes, reports and edits stories of interest
- When assigned a laptop, write and post a Web story in the car on the way back to the station.
- Edit packages using Edius system
- Follow clothing and appearance guidelines.
- Ability to generate investigative stories using sources to dig deeper
- Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports.
- Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station.
- Perform creative and explanatory live shots and stand-ups.
- Writes and post website stories prior to airing of the television version
- Work mornings, evenings, weekends and holidays as needed
- Performs other incidental and related duties as required and assigned
- Research, gather, write and report news stories for on-air and online in the most accurate, appealing, timely and creative way using all sources
- Report "live" on the scene, especially during breaking news
- Conduct interviews in the field and on-set
- Develop and maintain sources of information and knowledge about assignments
- Demonstrate sound news judgment, collaborate with others to present the story in the best way
- Enterprise hard-news, research-driven packages under tight deadlines
- Participate in story selection process through meetings, regularly contribute story ideas
- Attend/host/speak at community service, schools, and community events; meet and greet viewers
- Post and regularly update stories and other material on the web, often remotely while traveling
- Must update social media sites daily, including Facebook, to report stories and interact with viewers
- Possess a broad and working knowledge of the viewing area, including people, places, things, and history
- Enter CG text and times into newsroom software 30 minutes prior to newscasts
- Use knowledge of appropriate lighting to enhance overall news presentation
- Present TV stories in alternative ways at least twice a week (non-package presentation)
- Produce daily one reporter package and one vo/sot/vo or other contribution on a different story
- Critique, feedback, and training are part of the job

Job Description

- Communicate with the web staff and other appropriate staff members during breaking news
- Follow clothing and appearance guidelines.
- Must be a visual storyteller; perform creative stand-ups and explanatory live shorts
- Perform other job-related duties as assigned

Working Conditions:

- Must be able to stand for extended periods
- Ability to lift 50lbs for short distances
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.
- Employee will be exposed to atmospheric conditions. Employees should expect substantial outdoor work in all weather conditions

MMJ – The dominant #1 station in the 68th largest market in the country is looking for a journalist to work as an MMJ. The person we hire will work as an MMJ during the week. We are looking for someone with a conversational delivery who can write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are crucial for this job. If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is preferred. Applicants should apply at www.gray.tv/applynow and also email a resume and a link of your recent work to our News Director, Eric Walters at ewalters@wdbj7.com.

WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Gena Miller

From: Gena Miller
Sent: Thursday, October 27, 2022 9:05 AM
To: tariq.rashad@va.gov
Cc: Gena Miller
Subject: WDBJ Job Opening

From: Gena Miller
Sent: Friday, October 21, 2022 9:00 AM
To: Wells-Garland, Mary E SAMVAMC <mary.wells-garland@va.gov>
Cc: Gena Miller <gena.miller@wdbj7.com>
Subject: WDBJ Job Opening

Good morning,

Could you please post the following job opening?

Multimedia Journalist

About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About WDBJ:

WDBJ7, WZBJ and WDBJ7.com is a Gray owned dominant CBS affiliated media powerhouse in beautiful Roanoke, Virginia. Known as "Your Hometown Station®", WDBJ7 and WZBJ serve 26 counties across the Blue Ridge Mountain region and produces more than 55 hours of award-winning local news coverage, more than any of its competitors in the Roanoke/Lynchburg market.

Headquartered in a state of the art digital broadcast center in Roanoke, Virginia, the station also operates Virginia bureaus in Lynchburg, Blacksburg, Lexington and Danville. For more than 63 years, WDBJ7 has been the number one station of choice for viewers from Roanoke to Lynchburg and across the New River Valley.

Job Summary/Description:

The dominant #1 station in the 67th largest market in the country is looking for a journalist to work as an MMJ. We are looking for someone with a conversational delivery who can write, shoot, edit and present compelling stories live. The ability to dig up interesting story ideas each day is an absolute MUST for this position. Creativity, a strong work ethic, and a passion for journalism are crucial for this job. If you have a strong desire to not only tell amazing stories, but also grow as a journalist and learn from your co-workers, then WDBJ7 could be the place for you. At least two years of experience working in a television newsroom is preferred.

Duties/Responsibilities will include (but not be limited to) the following:

- Arrive to the editorial meeting on-time at the start of your shift with at least two story ideas that could be produced for that day's newscasts
- Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed
- Must be willing to work flexible hours and possess the ability to work well with co-workers
- Performs other duties as assigned to general assignment reporter
- Develops, investigates, writes, reports and edits stories of interest
- When assigned a laptop, write and post a Web story in the car on the way back to the station
- Edit packages using Edius system
- Follow clothing and appearance guidelines
- Ability to generate investigative stories using sources to dig deeper
- Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports.
- Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station.
- Perform creative and explanatory live shots and stand-ups.
- Writes and post website stories prior to airing of the television version
- Work mornings, evenings, weekends and holidays as needed
- Performs other incidental and related duties as required and assigned
- Research, gather, write and report news stories for on-air and online in the most accurate, appealing, timely and creative way using all sources
- Report "live" on the scene, especially during breaking news
- Conduct interviews in the field and on-set
- Develop and maintain sources of information and knowledge about assignments
- Demonstrate sound news judgment, collaborate with others to present the story in the best way
- Enterprise hard-news, research-driven packages under tight deadlines
- Participate in story selection process through meetings, regularly contribute story ideas
- Attend/host/speak at community service, schools, and community events; meet and greet viewers
- Post and regularly update stories and other material on the web, often remotely while traveling
- Must update social media sites daily, including Facebook, to report stories and interact with viewers
- Possess a broad and working knowledge of the viewing area, including people, places, things, and history
- Enter CG text and times into newsroom software 30 minutes prior to newscasts
- Use knowledge of appropriate lighting to enhance overall news presentation
- Present TV stories in alternative ways at least twice a week (non-package presentation)
- Produce daily one reporter package and one vo/sot/vo or other contribution on a different story
- Critique, feedback, and training are part of the job
- Communicate with the web staff and other appropriate staff members during breaking news
- Follow clothing and appearance guidelines
- Must be a visual storyteller; perform creative stand-ups and explanatory live shorts
- Perform other job-related duties as assigned

Qualifications/Requirements:

- At least two years of television reporting is preferred
- Experience with ENPS newsroom software and/or Grass Valley non-linear editing a plus
- Experience with web writing, social media posts is required
- Excellent broadcasting writing experience is a must
- Experience with digital cameras
- Editorial leadership skills a plus
- Have experience with many platforms including web, mobile and social networks
- Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a

dynamic product

- Strong initiative, attention to detail, and advanced ethical decision-making skills required
- Must possess excellent interview and conversational writing skills
- Excellent live reporting skills and strong on-camera presentation skills required
- Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use
- Ability to shoot and edit video with digital cameras
- Able to produce and post content to our websites
- Intermediate knowledge of social media
- Must be able to work independently with limited supervision
- Work well in a team environment
- Ability to meet tight deadlines and well under pressure
- Strong initiative and attention to detail is required
- Demonstrate solid news judgment and journalistic ethics
- Maintain professional and ethical conduct at the station and in the community
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Strong research skills, including the ability to navigate online search engines
- Must stay current with national and local news/weather
- Ability to enterprise local hard-news stories
- Bachelors Degree in journalism or related field required
- Must hold a valid driver's license and be insurable

Qualified, interested applicants may apply here:

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=5efde6a6-d41c-4c2a-8220-1137d1088bd4>

Additional Info:

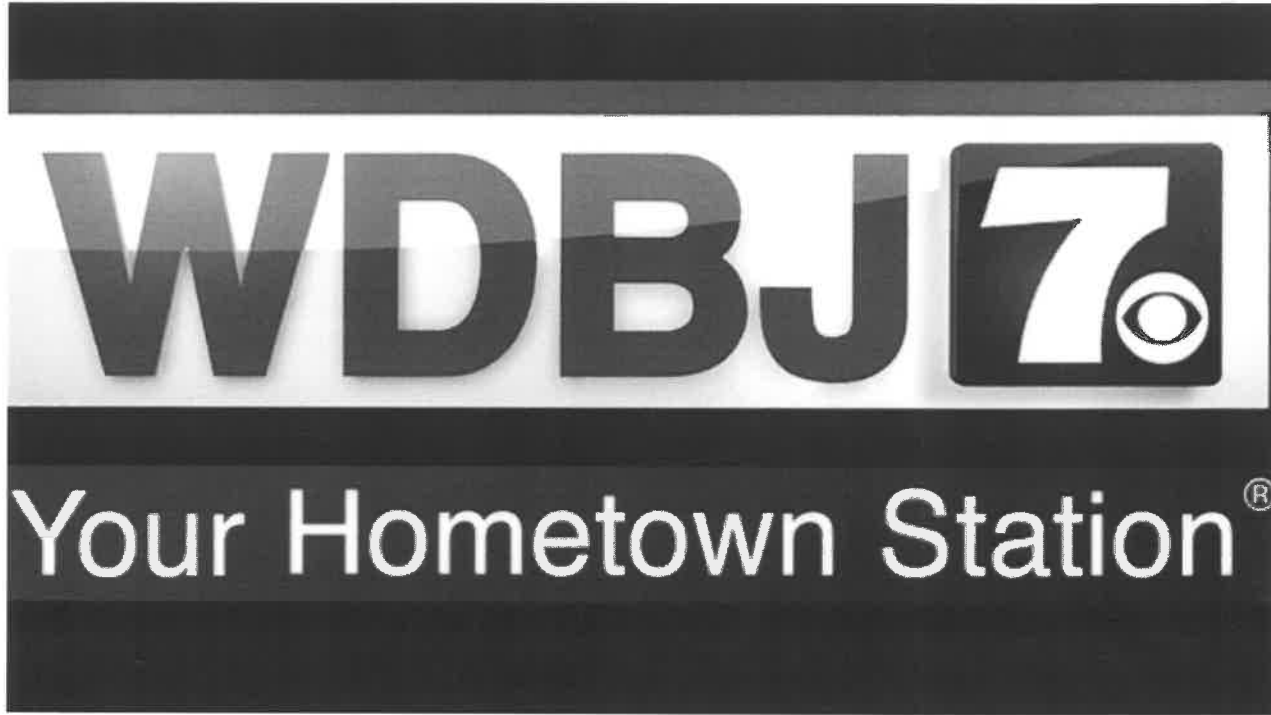
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Thank you,

Multimedia Journalist



WDBJ7 Logo (WDBJ7)

By WDBJ7 Staff

Published: Oct. 21, 2022 at 9:11 AM EDT



About Gray Television:

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About WDBJ:

ADVERTISEMENT

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Headquartered in a state-of-the-art digital broadcast center in Roanoke, Virginia, the station also operates Virginia bureaus in Lynchburg, Blacksburg, Lexington and Danville. For more than 63 years, WDBJ7 has been the number one station of choice for viewers from Roanoke to Lynchburg and across the New River Valley.

Job Summary/Description:

working in a television newsroom is preferred.

ADVERTISEMENT

Duties/Responsibilities will include (but not be limited to) the following:

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- Must assist with overall content of news stories within newscasts. Expected to bring innovative story ideas to editorial meetings and contribute to overall goal and direction of the station. Willing to field report stories as directed
- Must be willing to work flexible hours and possess the ability to work well with co-workers

- Performs other duties as assigned to general assignment reporter
- Develops, investigates, writes, reports and edits stories of interest
- When assigned a laptop, write and post a web story in the car on the way back to the station
- Edit packages using Edius system

- Follow clothing and appearance guidelines
- Ability to generate investigative stories using sources to dig deeper
- Responsible for working with producers to ensure story accuracy and to determine the best presentation of reports.
- Capable of enterprising exclusive stories of interest and importance to local viewers and carry out overall goals of the station.

- Perform creative and explanatory live shots and stand-ups.
- Writes and post website stories prior to airing of the television version
- Work mornings, evenings, weekends and holidays as needed
- Performs other incidental and related duties as required and assigned

- Research, gather, write and report news stories for on-air and online in the most accurate, appealing, timely and creative way using all sources
- Report "live" on the scene, especially during breaking news
- Conduct interviews in the field and on-set
- Develop and maintain sources of information and knowledge about assignments

- Demonstrate sound news judgment, collaborate with others to present the story in the best way

- Attend/host/speak at community service, schools, and community events; meet and greet viewers

- Post and regularly update stories and other material on the web, often remotely while traveling
- Must update social media sites daily, including Facebook, to report stories and interact with viewers
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- Must be a visual storyteller; perform creative standups and explanatory live shorts
- Perform other job-related duties as assigned

Qualifications/Requirements:

- At least two years of television reporting is preferred
- Experience with ENPS newsroom software and/or Grass Valley non-linear editing a plus
- Experience with web writing, social media posts is required

- Excellent broadcasting writing experience is a must
- Experience with digital cameras
- Editorial leadership skills a plus
- Have experience with many platforms including web, mobile and social networks

- Must possess a strong understanding of daily newscast content and work in conjunction with producers to develop a dynamic product
- Strong initiative, attention to detail and advanced ethical decision-making skills required
- Must possess excellent interview and conversational writing skills
- Excellent live reporting skills and strong on-camera presentation skills required

- Basic computer knowledge including newsroom software (such as ENPS or I-News,) Microsoft applications, and Internet use
 - Ability to shoot and edit video with digital cameras
 - Able to produce and post content to our websites
 - Intermediate knowledge of social media - Must be able to work independently with limited supervision
-
- Work well in a team environment
 - Ability to meet tight deadlines and well under pressure
 - Strong initiative and attention to detail is required
 - Demonstrate solid news judgment and journalistic ethics
-
- Maintain professional and ethical conduct at the station and in the community
 - Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
 - Strong research skills, including the ability to navigate online search engines
 - Must stay current with national and local news/weather
-
- Ability to enterprise local hard-news stories
 - Bachelors Degree in journalism or related field required
 - Must hold a valid driver's license and be insurable

Qualified, interested applicants may [apply here](#).

Additional Info:

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Cardiologists: Overweight? Do This Before Bed

This Vegetable Will Kill Your Belly And Arm Fat Overnight! Drink This Before Bed, Watch Your Body Fat Melt Like Crazy! (Try Tonight)

Alpilean | Sponsored

Learn More



**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Digital Sales Manager | Date Filled: 3/1/2023 |
| Recruitment Source ("RS") Referring Hiree: Internal Hire/Promotion | Total Number of Interviewees: 6 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 22 | TVJOBS.COM | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 34 | Gray Website/Indeed | N | 3 |
| 35 | Internal Hire/Promotion | N | 1 |
| 37 | LinkedIn | N | 2 |
| 40 | WDBJ website | N | |

Job Description

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------|-------------------------------|
| Internal Job Title (Job Code Description): | Digital Sales Manager | External Job Title: | New Media Development Manager |
| Job Code: | 1161 | Department: | |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full time |
| FLSA Status: | Outside Sales | Grade Level/Salary Range: | |
| EEO Code: | Sales Worker | Supervises Others? | |
| Purpose: | | | |
| The Digital Sales Manager is responsible for developing and implementing online sales strategies – focusing on increasing online revenue, planning strategic growth of digital products, growing internet advertising base, leading sales training and ensuring profitable roll-out of new products. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years in broadcast sales management • Minimum of three years of sales experience required • Media and/or online sales experience is a plus. | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Computer literacy, knowledge of Microsoft Office • Experience with DFP, P2P preferred • Strong understanding of both broadcast and interactive sales • Experience in web development • Able to build and maintain relationships • Able to maximize rates and availability • Able to execute sales initiatives • Able to lead and motivate a team of account executives • Able to manage transactional sales activity for multiple products • Excellent communication skills are required • Strong negotiating skills • Strong organizational skills and prioritizing skills within a fast-paced environment is required • Able to quickly, accurately and calmly handle decision-making process • A strategic thinker is required; someone who can build and grow a business with leading brand and direct marketers • Must have the ability to adapt quickly to changing priorities • Must have the ability to make solid business decisions and implement necessary changes • Good follow-up skills are essential • Must be a detail-oriented sales professional with excellent project management, presentation, and interpersonal skills • Ability to communicate effectively is required • Must represent the company with professionalism and integrity. | | | |

Job Description

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------|--|
| <ul style="list-style-type: none"> • Requires strong leadership skills • Must maintain a high level of confidentiality • Ability to work independently with minimal supervision, yet committed to team environment | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • Bachelor's degree in marketing, advertising or a related field is strongly preferred | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Must hold a valid driver's license and be insurable. | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Responsible for cultivating and maintaining client relationships at all levels • Responsible for optimizing the potential strategic relationships in order to enhance revenue and sales potential • Apply creative management and marketing techniques to generate new revenue opportunities • Manage, train, and lead a team of local account executives • Develop and maintain accountabilities to achieve individual and team goals • Prepare the annual operating budget for department • Perform research and develop leads of advertising agencies and clients • Effectively manage inventory • Process orders as they come in • Investigate potential new sources using cold calling techniques • Create presentations and materials, develop packages and sponsorships as needed • Foster company branding through strategic marketing plans • Identify and communicate site-specific ideas and programs • Accountable for developing customer interactivity through new technology • Initiate opportunities for existing and new affiliate marketing companies • Oversee completion of daily television logs • Work with account executives to resolve issues • Attend department head meetings • Performs other job-related duties as assigned | | | |
| Working Conditions: | | | |
| <ul style="list-style-type: none"> • Requires sitting and standing for extended periods of time • While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms, climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility. • Work is performed in a controlled atmosphere. Some exposure to atmospheric conditions may be encountered. • Some travel regionally may be required | | | |
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | | Date: | |

Gena Miller

From: Gena Miller
Sent: Friday, December 16, 2022 9:08 AM
To: tariq.rashad@va.gov; Wells-Garland, Mary E SAMVAMC
Cc: Gena Miller
Subject: WDBJ Job Opening

Good morning,

Please post the job opening listed below and send an email confirming you have received this.

Thank you,

Gena Miller

Office Manager
(540) 777-3233



DIGITAL SALES MANAGER

About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About WDBJ:

WDBJ7, WZBJ and WDBJ7.com is a Gray owned dominant CBS affiliated media powerhouse in beautiful Roanoke, Virginia. Known as "Your Hometown Station®", WDBJ7 and WZBJ serve 26 counties across the Blue Ridge Mountain region and produces more than 55 hours of award-winning local news coverage, more than any of its competitors in the Roanoke/Lynchburg market.

Job Summary/Description:

WDBJ7 has an opening for a full time Digital Sales Manager. This position will lead Digital marketing efforts across all platforms, with a focus on new business development.

Duties/Responsibilities include, but are not limited to:

- Responsible for cultivating and maintaining client relationships at all levels
- Responsible for optimizing the potential strategic relationships in order to enhance revenue and sales potential
- Apply creative management and marketing techniques to generate new revenue opportunities
- Manage, train, and lead a team of local account executives
- Develop and maintain accountabilities to achieve individual and team goals
- Prepare the annual operating budget for department
- Perform research and develop leads of advertising agencies and clients
- Effectively manage inventory
- Process orders as they come in
- Investigate potential new sources using cold calling techniques
- Create presentations and materials, develop packages and sponsorships as needed
- Foster company branding through strategic marketing plans
- Identify and communicate site-specific ideas and programs
- Accountable for developing customer interactivity through new technology
- Initiate opportunities for existing and new affiliate marketing companies
- Work with account executives to resolve issues
- Performs other job-related duties as assigned

Qualifications/Requirements:

- Computer literacy, knowledge of Microsoft Office
- Experience with DFP, P2P preferred
- Strong understanding of both broadcast and interactive sales
- Experience in web development
- Able to build and maintain relationships
- Able to maximize rates and availability
- Able to execute sales initiatives
- Able to lead and motivate a team of account executives
- Able to manage transactional sales activity for multiple products
- Excellent communication skills are required
- Strong negotiating skills
- Strong organizational skills and prioritizing skills within a fast-paced environment is required
- Able to quickly, accurately and calmly handle decision-making process
- A strategic thinker is required; someone who can build and grow a business with leading brand and direct marketers
- Must have the ability to adapt quickly to changing priorities
- Must have the ability to make solid business decisions and implement necessary changes
- Good follow-up skills are essential
- Must be a detail-oriented sales professional with excellent project management, presentation, and interpersonal skills
- Ability to communicate effectively is required
- Must represent the company with professionalism and integrity.
- Requires strong leadership skills
- Must maintain a high level of confidentiality
- Ability to work independently with minimal supervision, yet committed to team environment

Education -

- Bachelor's degree in marketing, advertising or a related field is strongly preferred

Licensing/Certifications -

- Must hold a valid driver's license and be insurable.

*Qualified, interested applicants may go to <https://aray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter and references*

WDBJ-TV/Gray Television Group, Inc. is a drug-free company

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

Qualifications

Licenses & Certifications

Required

Drivers License

[Edit My Record](#)

[Add Job Posting](#)

Active Jobs

| Position | Locations | Type | Dept. | Added | Edit |
|--------------------------------------------|-------------|-----------|-------|------------|----------------------|
| Digital Sales Manager | Roanoke, VA | Full Time | Sales | 12/16/2022 | Edit |
| Sales Support/Front Desk | Roanoke, VA | Full Time | Sales | 12/8/2022 | Edit |
| Editor/Videographer | Roanoke, VA | Full Time | News | 12/8/2022 | Edit |
| Multimedia Journalist | Roanoke, VA | Full Time | News | 10/21/2022 | Edit |
| Investigative Reporter/MMJ | Roanoke, VA | Full Time | News | 8/8/2022 | Edit |

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|----------------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Weekend Meteorologist | Date Filled: 4/18/2023 |
| Recruitment Source ("RS") Referring Hiree: Employee/Former Employee Referral | Total Number of Interviewees: 2 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 22 | TVJOBS.COM | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 33 | Employee/Former Employee Referral | N | 1 |
| 34 | Gray Website/Indeed | N | 1 |
| 40 | WDBJ website | N | |

Company Name

Job Description

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------|-----------------------|
| Internal Job Title (Job Code Description): | Weekend Meteorologist | External Job Title: | Weekend Meteorologist |
| Job Code: | 1145 | Department: | News |
| Reports To: | News Director | Location: | |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Non-Exempt | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | No |
| Purpose: | | | |
| <p>This employee must produce and deliver on-site weathercasts and make live reports from the field in order to convey a daily weather story. In severe weather situations, employee must clearly and concisely present information and graphics to help viewers protect their lives and property.</p> <p>WDBJ/Gray Television Group, Inc. is a drug-free company. Also, if applicable to the position, MVR/Driver's review and testing. EOE.</p> | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 1-3 years experience on-air as a television meteorologist is preferred (reporting experience is a plus) • Basic experience with both weather and newsroom computer systems (ENPS) • Prepare and deliver daily weather forecast using weather data and computers • Experience with weather computers systems (WSI Max Studio, Max Storm, WeatherBug, Livestream, and NWS Chat) • Editing experience is a plus; must be willing to learn how to edit | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Be able to speak and write clearly and accurately • Must be able to work well under pressure • Ability to maintain professional and ethical conduct at the station and in the community • Willingness to be a hard-working staff member and work as part of a team is required • Excellent live reporting skills and strong on-camera presentation skills required • Strong initiative and attention to detail is required • Ability to work with limited supervision is a must • Must possess excellent interview and conversational reading and writing skills • Maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers • Knowledge of social media outlets and website postings (website and digital/mobile platforms) • Ability to keep up with national and local news/weather is required • Experience storm chasing is a plus • Use graphics to convey weather information to audience • Analyze weather patterns into current and forecast information • Enterprise local hard-news stories | | | |
| Education: | | | |

Company Name

Job Description

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|--|
| <ul style="list-style-type: none"> • Bachelor’s degree is required in meteorology or related field. (Broadcast journalism is acceptable) | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Must hold a valid driver’s license and a good driving record • At least one seal (AMS/NWS) is preferred | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Prepare and deliver weather over several platforms, including social media • Responsible for developing all weather forecasts and accompanying computer graphics, delivering on-air weathercasts and live weather reports from the field. • Live “on-the-scene” reporting, especially during breaking news and severe weather • Effectively communicate information regarding severe weather coverage in a clear and concise graphic presentation. • Provide weather forecasts for partnering radio stations and/or newspapers. • Communicate critical weather information, especially during severe weather, to producers and other critical staff members to ensure a consistent and accurate message to viewers • Work with the News Director to develop overall strategy in line with the department and station. • Follow clothing and appearance guidelines. • Attend/host/speak at community service, schools and community events; meet and greet viewers. • Ensure public appearances in schools and community events are consistent with image and goals of station • Participate in story selection process through meetings; attendance at editorial meetings • Must be able to enterprise and field report relevant stories for newscasts under tight deadlines • Write and edit packages • Report research-based stories • Develop and maintain sources • Use non-linear editing equipment on a daily basis • Various shift work will be required. Work evenings, weekends and holidays as needed. • Perform other incidental and related duties as required and assigned | | | |
| Working Conditions: | | | |
| <ul style="list-style-type: none"> • Be able to sit and stand for extended periods of time. • Able to lift and carry 10 – 25 lbs. for short distances. • While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility. • Exposure to atmospheric conditions will be encountered; significant outdoor work in all weather conditions is to be expected. Schedule changes should be expected <p>WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver’s review and testing. EOE.</p> | | | |
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | | Date: | |



Broadcast Employment Services



Gena Miller, your "Weekend Meteorologist"
position has been submitted to TVJobs.

You can...

- Post another [job](#)
- Look through available [resumes](#).
- Return to your [Admin Area](#).
- [Update](#) WDBJ's listing in the [Master Station Index](#).
- Return to Main Page of [TVJobs](#).

Note! If you do not have a subscription account for the "Job Bank" at TVJobs.com, but you want to confirm your job is on-line, login as a "guest" at the Registered Users' [login area](#).

Weekend Meteorologist TVJ#34408295.

Pay particular attention to the Control Number, as this number is unique to the job you posted.

- Modify a current job listing (only job listings that you posted)
- Expire a current job listing (only job listings that you posted)

[Back to Admin Area](#)

[Search E-Résumés](#) | [Master Station Index](#) | [My Account](#) | [Logout](#)

Current job listings for WDBJ (CBS), Roanoke, VA

| Job Title <small>(Click on the link to view job)</small> | Posted On | Expires On | On-line # Days | Viewed # Times | Remaining # Days | Posted By | Modify / Expire | |
|-------------------------------------------------------------|------------|------------|----------------|----------------|------------------|-----------------------------|------------------------|------------------------|
| Weekend Meteorologist | 2/8/2023 | 4/7/2023 | 1 | 0 | 58 | Gena Miller | Modify | Expire |
| Digital News Producer | 1/20/2023 | 3/20/2023 | 20 | 0 | 40 | Gena Miller | Modify | Expire |
| Digital Sales Manager | 12/16/2022 | 2/15/2023 | 55 | 0 | 7 | Gena Miller | Modify | Expire |

Gena Miller

From: Gena Miller
Sent: Wednesday, February 8, 2023 9:58 AM
To: tariq.rashad@va.gov; Wells-Garland, Mary E SAMVAMC
Cc: Gena Miller
Subject: WDBJ Job Opening

Importance: High

Good morning,

Please post the job opening listed below and send an email back to confirm you have received this.

Thank you.

Gena Miller

Office Manager
(540) 777-3233



Weekend Meteorologist

WDBJ Television, the #1 TV station in the 67th largest market in the country, is looking for a weekend Meteorologist. We are also looking for someone to report live from community events during newscasts. This is a great opportunity for a meteorologist who is ready to take their skills to the next level. We have a veteran weather team that will be focused on helping the meteorologist we hire improve and grow every day. Our weekend Meteorologist is always on the cutting edge of the latest weather technology and loves to teach others on our team. We are looking for a candidate with 1-2 years' experience on-air as a television meteorologist is preferred.

Duties and responsibilities include, but are not limited to:

- Prepare and deliver weather over several platforms, including social media
- Responsible for developing all weather forecasts and accompanying computer graphics, delivering on-air weathercasts and live weather reports from the field
- Live "on-the-scene" reporting, especially during breaking news and severe weather
- Effectively communicate information regarding severe weather coverage in a clear and concise graphic presentation
- Provide weather forecasts for partnering radio stations and/or newspapers
- Communicate critical weather information, especially during severe weather, to producers and other critical staff members to ensure a consistent and accurate message to viewers
- Work with the News Director to develop overall strategy in line with the department and station
- Follow clothing and appearance guidelines
- Attend/host/speak at community service, schools and community events; meet and greet viewers
- Ensure public appearances in schools and community events are consistent with image and goals of station
- Participate in story selection process through meetings; attendance at editorial meetings

- Must be able to enterprise and field report relevant stories for newscasts under tight deadlines
- Write and edit packages
- Report research-based stories
- Develop and maintain sources
- Use non-linear editing equipment on a daily basis
- Various shift work will be required. Work evenings, weekends and holidays as needed
- Perform other incidental and related duties as required and assigned

Qualifications/Requirements:

- Be able to speak and write clearly and accurately
- Must be able to work well under pressure
- Ability to maintain professional and ethical conduct at the station and in the community
- Willingness to be a hard-working staff member and work as part of a team is required
- Excellent live reporting skills and strong on-camera presentation skills required
- Strong initiative and attention to detail is required
- Ability to work with limited supervision is a must
- Must possess excellent interview and conversational reading and writing skills
- Maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Knowledge of social media outlets and website postings (website and digital/mobile platforms)
- Ability to keep up with national and local news/weather is required
- Experience storm chasing is a plus
- Use graphics to convey weather information to audience
- Analyze weather patterns into current and forecast information
- Enterprise local hard-news stories

Qualified, interested applicants may go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "apply now", upload your resume, cover letter and references

WDBJ-TV/Gray Television Group, Inc. is a drug-free company

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

Qualifications

Experience

Preferred

1-2 years: experience on-air as a television meteorologist is preferred.

**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|------------------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: News Director | Date Filled: 5/3/2023 |
| Recruitment Source ("RS") Referring Hiree: Internal Hire/Promotion | Total Number of Interviewees: 5 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 22 | TVJOBS.COM | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 33 | Employee/Former Employee Referral | N | 2 |
| 34 | Gray Website/Indeed | N | 1 |
| 35 | Internal Hire/Promotion | N | 1 |
| 37 | LinkedIn | N | 1 |
| 40 | WDBJ website | N | |

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| News Director – Full Time |
| The News Director supervises all news programming and personnel and establishes policies for standards and practices within the news and operations department. Provides long-term strategic vision for the News department and protects the journalist integrity of the station. |
| Job Requirements |
| Experience: |
| <ul style="list-style-type: none"> • 7+ years of experience working in a newsroom • 5+ years of experience as news director with strong experience in breaking news and weather • Three years news management experience • Firsthand experience performing many of the positions that a News Director supervises |
| Essential Knowledge, Skills, and Abilities: |
| <ul style="list-style-type: none"> • Demonstrated ability to take charge and motivate by example • Dynamic leadership that can transform a news operation • Demonstrated ability to coach for excellent performance • Strong knowledge of current events • Strong knowledge of standards of journalism and television and digital news production • Ability to communicate clearly to employees and to the general public • Broad knowledge of newsroom operations and equipment • Working knowledge of journalistic ethics, libel and privacy laws • Ability to manage multiple tasks in a fast paced deadline driven environment • Ability to plan and maintain operational budget • Excellent written and oral communication skills • Ability to work in a fast-paced environment with multiple tasks and deadlines. • Strong leadership skills; addresses conflicts quickly and directly, and encourages open dialogue • Ability to adapt to current and emerging technology • Must have strong problem-solving skills • Must have good organizational and time management skills • Ability to work independently with little supervision • Strong initiative and attention to detail required • Ability to remain positive and foster a positive work environment • Must be willing to work flexible hours • Ability to get along with others and communicate effectively with employees at all levels of the organization. • Ability to represent the station in public in a positive and professional manner. |
| Education: |
| <ul style="list-style-type: none"> • Bachelor’s degree • Or equivalent work experience |

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Licensing/Certifications: |
| <ul style="list-style-type: none"> Valid driver's license with a good driving record |
| Essential Functions: |
| <ul style="list-style-type: none"> Supervise news coverage and the production of newscasts and special news programming Set and disseminate standards and expectations for news and operations employees Work in conjunction with other department managers to accomplish overall station mission and goals. Review daily newscasts for ensure quality control and well-balanced newscasts Oversee the planning for news coverage Prepare and control news budget for operating and capital expenditures Create and implement strategic plans for audience growth Analyze and respond to trends affecting industry and DMA Take a lead role in research and marketing strategy, Build and maintain key relationships to foster a positive news image within the community Approve all newsroom and operations personnel decisions Responsible for building, training and empowering an effective newsroom management team and staff Perform performance reviews for direct reports and ensure other news/operations managers conduct performance reviews Responsible for effectively communicating departmental goals and plans, and ensures those plans are carried out by managers and staff Maintain a high level of confidentiality Protect and defend journalist integrity of the news product. Effectively promote and execute collaborate efforts between other Gray properties Perform other job-related duties as assigned |
| Working Conditions: |
| <ul style="list-style-type: none"> Duties are performed mostly indoors in an office environment. Sitting for long periods of time is required Employee will be exposed to atmospheric conditions Ability to lift and carry 10 – 25 lbs. for short distances While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk, and hear. Work regular 40-hour work week. Some nights, weekends and holidays may be required. |
| Contact: |
| <ul style="list-style-type: none"> Send resumes to mgraves@wdbj7.com and reference <i>News Director Position</i> in the subject. |

Summary:

WDBJ Television, a Gray owned broadcast property located in one of the most beautiful parts of our country, is looking for a dynamic News Director to lead the news department of this dominate #1 station in a top 70 market.

We are looking for a leader with great news judgment, communication skills and the ability to inspire their team. Our newsroom has developed a culture that pushes each journalist to be their best while offering the support needed to learn and grow each day. We're ready for our next leader to take us to a new level.

The News Director supervises all news programming and personnel and establishes policies for standards and practices within the news and operations department. The News Director will provide long-term strategic vision for the News department and protects the journalist integrity of the station.

The ability to work as a team with other department heads will be crucial for this position. The News Director will be expected to collaborate with sales, creative services and engineering to ensure that we have the best product on the air while also driving revenue.

WDBJ Television has the resources, experience and most importantly the attitude to win even bigger in this market. Are you the leader to take us to that next level? If so, send your resume to mpumo@wdbj7.com and apply online at <https://www.gray.tv/careers#currentopenings>.

WDBJ/Gray Television Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Gena Miller

From: Gena Miller
Sent: Wednesday, April 26, 2023 9:40 AM
To: tariq.rashad@va.gov
Cc: Gena Miller
Subject: WDBJ Job Opening

Good morning,

Please post the job opening listed below and send a confirmation of receipt.

Thanks!

Gena Miller

Office Manager
(540) 777-3233



NEWS DIRECTOR

WDBJ7, WZBJ and WDBJ7.com is a Gray owned dominant CBS affiliated media powerhouse in beautiful Roanoke, Virginia. Known as “Your Hometown Station®”, WDBJ7 and WZBJ serve 26 counties across the Blue Ridge Mountain region and produces more than 55 hours of award-winning local news coverage, more than any of its competitors in the Roanoke/Lynchburg market.

Headquartered in a state of the art digital broadcast center in Roanoke, Virginia, the station also operates Virginia bureaus in Lynchburg, Blacksburg, Lexington and Danville. For more than 63 years, WDBJ7 has been the number one station of choice for viewers from Roanoke to Lynchburg and across the New River Valley.

Job Summary/Description:

The News Director supervises all news programming and personnel and establishes policies for standards and practices within the News department. Provides long-term strategic vision for the News department and protects the journalist integrity of the station.

Duties/Responsibilities include (but not limited to):

- Supervise news coverage and the production of newscasts and special news programming
- Set and disseminate standards and expectations for news and operations employees
- Work in conjunction with other department managers to accomplish overall station mission and goals
- Review daily newscasts for ensure quality control and well-balanced newscasts

- Oversee the planning for news coverage
- Prepare and control news budget for operating and capital expenditures
- Create and implement strategic plans for audience growth
- Analyze and respond to trends affecting industry and DMA
- Take a lead role in research and marketing strategy
- Build and maintain key relationships to foster a positive news image within the community
- Approve all newsroom and operations personnel decisions
- Responsible for building, training and empowering an effective newsroom management team and staff
- Perform performance reviews for direct reports and ensure other news/operations managers conduct performance reviews
- Responsible for effectively communicating departmental goals and plans, and ensures those plans are carried out by managers and staff
- Maintain a high level of confidentiality
- Protect and defend journalist integrity of the news product.
- Effectively promote and execute collaborate efforts between other Gray properties
- Perform other job-related duties as assigned

Qualifications/Requirements:

- Proficient in Excel, Word and PowerPoint
- Ability to write and edit for conversational news delivery
- Demonstrated ability to coach for excellent performance
- Strong knowledge of current events
- Strong knowledge of standards of journalism and television and digital news production
- Ability to communicate clearly to employees and to the general public
- Broad knowledge of newsroom operations and equipment
- Working knowledge of journalistic ethics, libel and privacy laws
- Ability to manage multiple tasks in a fast paced deadline driven environment
- Ability to plan and maintain operational budget
- Excellent written and oral communication skills
- Ability to work in a fast-paced environment with multiple tasks and deadlines
- Strong leadership skills; addresses conflicts quickly and directly, and encourages open dialogue
- Ability to adapt to current and emerging technology
- Must have strong problem-solving skills
- Must have good organizational and time management skills
- Ability to work independently with little supervision
- Strong initiative and attention to detail required
- Ability to remain positive and foster a positive work environment
- Must be willing to work flexible hours
- Ability to get along with others and communicate effectively with employees at all levels of the organization
- Ability to represent the station in public in a positive and professional manner

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter and references (upload reel/demo of your work)*

(Current employees that are interested in this position can apply through the **Gray-TV UltiPro employee portal**)

WDBJ-TV/Gray Television Group, Inc. is a drug-free company

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

Qualifications

Behaviors

Preferred

Dedicated: Devoted to a task or purpose with loyalty or integrity

Leader: Inspires teammates to follow them

Motivations

Preferred

Self-Starter: Inspired to perform without outside help

Ability to Make an Impact: Inspired to perform well by the ability to contribute to the success of a project or the organization

Education

Preferred

Bachelors or better.

Gena Miller

From: Diane Douglas
Sent: Tuesday, April 25, 2023 4:39 PM
To: Gena Miller
Cc: GrayTV Jobs; Matt Pumo
Subject: Posting/LIVE: WDBJ - News Director - 4/25/23

Gena,

his email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com and Career Builder may take up to 24 hours to post job.**

IMPORTANT: Make sure you complete the hiring process before closing out a job. All department heads, inform your OM/HR or business managers before closing a position. ***Closing a position before completing the disposition will disrupt the hiring process of the candidate***

[NEWS DIRECTOR - WDBJ | Gray Television \(ultipro.com\)](#)

NEWS DIRECTOR - WDBJ Published

0 Applicants

WDBJ Roanoke 131 | News 520 | No Sub | Division

Details Postings

Company Job Boards ^

Job Board

Posted Date

Internal

External

Actions

Gray Television

was posted on 04/25/2023

was posted on 04/25/2023



Display as Featured

Save

Cancel

Third Party Job Sites

Post opportunities to third party job sites.

Auto-Feed ^

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site

Status

CareerBuilder

Posted Today

Indeed

Posted Today

Diane E. Douglas



Human Resource Specialist

✉ | 4370 Peachtree Road NE • Atlanta, GA 30319

☎ | W: 470.225.5493

Website: www.gray.tv | Help Desk: (866)344-0890

Please Note: after 5:00pm (EST) - positions are posted next business day

Approved Positions: posted within 24 business day hours



**WDBJ-DT / WZBJ-DT / WZBJ-CD
VACANCY DATA FORM**

| | |
|---------------------------------------------------------------------|----------------------------------------|
| Full-Time Job Title: Creative Services Director | Date Filled: 5/9/2023 |
| Recruitment Source ("RS") Referring Hiree: Gray Recruiter | Total Number of Interviewees: 5 |

| RS# | RS Information | Source Entitled to Vacancy Notification? | Number of Interviewees Referred by RS for the Full-Time Vacancy |
|------------|-----------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| 21 | TV News Check | N | |
| 22 | TVJOBS.COM | N | |
| 28 | Veterans Admin/Dept of Vocational Rehab | Y | |
| 29 | Virginia Association of Broadcasters | N | |
| 33 | Employee/Former Employee Referral | N | 1 |
| 34 | Gray Website/Indeed | N | 2 |
| 35 | Internal Hire/Promotion | N | 1 |
| 37 | LinkedIn | N | |
| 40 | WDBJ website | N | |
| 41 | Gray Recruiter | N | 1 |

Job Description

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------|---------------------------|
| Internal Job Title (Job Code Description): | Manager Creative Services | External Job Title: | Manager Creative Services |
| Job Code: | MAN111 | Department: | Creative Services |
| Reports To: | | Location: | |
| Company: | | Position Type: | Full Time |
| FLSA Status: | Creative | Grade Level/Salary Range: | |
| EEO Code: | Professional | Supervises Others? | Yes |
| Purpose: | | | |
| Promote and protect the station brand. Oversee the creative process of the station's promotional campaigns and promotional events. Create award winning commercial spots and work closely with account executives and clients. | | | |
| Job Requirements | | | |
| Experience: | | | |
| <ul style="list-style-type: none"> • 2+ years of promotional/branding experience | | | |
| Essential Knowledge, Skills, and Abilities: | | | |
| <ul style="list-style-type: none"> • Prefer experience with Photoshop or similar software • Prefer extvjopierience with After Effects or similar software • Must be able to think outside the box • Thorough knowledge of TV production technology and design aesthetics • Ability to meet tight deadlines and work well under pressure • Must be able to work effectively with all departments • Ability to work independently • Ability to remain positive and foster a positive work environment • Computer editing skills desired | | | |
| Education: | | | |
| <ul style="list-style-type: none"> • Bachleor's Degree | | | |
| Licensing/Certifications: | | | |
| <ul style="list-style-type: none"> • Valid driver's license with a good driving record | | | |
| Essential Functions: | | | |
| <ul style="list-style-type: none"> • Direct the creative process for the station's promotional campaigns • Create and direct commercial production working closely with account executives, clients and Director of Sales • Proficient with multi-platform marketing and digital marketing • Produce promotional material for air, on-line, and print • Manage and protect station brand | | | |

Job Description

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|--|
| <ul style="list-style-type: none"> • Coordinate and produce station related public affairs announcements • Manage and staff station promotional events | | | |
| Working Conditions: | | | |
| <ul style="list-style-type: none"> • Duties are performed mostly indoors in an office environment. • Employee will be exposed to atmospheric conditions • Employee should expect occasional outdoor work in all weather conditions. • Ability to carry up to 25 lbs. in short distances. • While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, handle or feel, stoop, kneel, crouch, and crawl. Regularly sit, talk, and hear. • Work regular 40-hour work week. Some weekends and holiday required. | | | |
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | | Date: | |

Gray Media Group, Inc. in Roanoke and Charlottesville, Virginia is on the lookout for an innovative thinker to lead our promotional and commercial production efforts. This is a regional position based in Roanoke managing WDBJ in Roanoke, VA and WWIR in Charlottesville VA.

Job one is to enhance our message across all platforms, create opportunities for new revenue streams and develop strong relationships within the building and community.

The promotional strategy is set at the station level and execution is done at the station level. Exposure and Engagement of our products is our goal.

If you can lead, motivate and grow your people, send your resume and reel to mpumo@wdbj7.com and apply online at <https://gray.tv/careers#currentopenings>.

WDBJ/Gray Media Group, Inc. is a drug-free company and requires pre-employment drug testing. Also, if applicable to the position, MVR/Driver's review and testing. EOE

Gena Miller

From: TV News Check <wordpress@sephone.com>
Sent: Tuesday, March 28, 2023 4:32 PM
To: Gena Miller
Subject: Your TV News Check order is now complete

Thanks for shopping with us

Hi John,

We have finished processing your order.

[Order #294164] (March 28, 2023)

| Product | Quantity | Price |
|-----------------------------------------------------------------------------------------------------------------------|----------|-------------|
| One-Month Standard <ul style="list-style-type: none">Job Listing: Creative Services Director | 1 | \$349.00 |
| Subtotal: | | \$349.00 |
| Payment method: | | Credit Card |
| Total: | | \$349.00 |

Billing address

*John Thomas
2807 Hershberger Rd
Roanoke, VA 24017
United States (US)*

540-344-7000
gmiller@wdbj7.com

Thanks for shopping with us.

TV News Check

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Gena Miller

From: Gena Miller
Sent: Thursday, March 16, 2023 11:58 AM
To: tariq.rashad@va.gov
Cc: Gena Miller
Subject: WDBJ Job Posting

Importance: High

Good afternoon,

Please post the listing we have open and please send an email confirming this was received.

Thanks,

Gena Miller

Office Manager
(540) 777-3233



CREATIVE SERVICES DIRECTOR

WDBJ7 is on the lookout for an innovative thinker to lead our promotional and commercial production efforts. This position is based in Roanoke, VA and includes WDBJ7, WZBJ24, WDBJ7+ and seven digi-nets. The main focus of this position is to enhance our message across all platforms, create opportunities for new revenue streams and develop strong relationships within the building and community.

The promotional strategy is set at the station level and execution is done at the station level. Exposure and Engagement of our products is our goal.

Duties/Responsibilities will include (but not be limited to):

- Direct the creative process for the station's promotional campaigns
- Create and direct commercial production working closely with account executives, clients and Director of Sales
- Proficient with multi-platform marketing and digital marketing
- Produce promotional material for air, on-line, and print
- Manage and protect station brand
- Coordinate and produce station related public affairs announcements
- Manage and staff station promotional events

Qualifications/Requirements:

- Prefer experience with Photoshop or similar software
- Prefer experience with After Effects or similar software
- Must be able to think outside the box
- Thorough knowledge of TV production technology and design aesthetics
- Ability to meet tight deadlines and work well under pressure
- Must be able to work effectively with all departments
- Ability to work independently
- Ability to remain positive and foster a positive work environment
- Computer editing skills desired

*Interested applicants can, go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "**apply now**", upload your cover letter, resume, and references*

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Additional Info:

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Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

ATTACHMENT C

WDBJ-DT / WZBJ-DT / WZBJ-CD
RECRUITMENT INITIATIVES FORM
June 1, 2021 through May 31, 2022

| | Type of Recruitment Initiative (Menu Selection) | Date | Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i> |
|----|-------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Participate in events sponsored by education institutions relating to career opportunities in broadcasting. | | 1) March 25, 2022 Journalist spoke virtually for a class at Sam Houston University taught by Professor 2) News Director spoke and participated in virtual career recruiting efforts as listed: a) Friday, February 18 3 p.m. (eastern) University of Alabama b) Friday, February 25 11 a.m. (eastern) Syracuse University c) Friday, February 25 3:30 p.m. (eastern) West Virginia University d) Monday, February 28 10 a.m. (eastern) University of Kentucky e) Monday, February 28 2 p.m. (eastern) University of Florida f) Tuesday, March 8 10 a.m. (eastern) University of Tennessee g) Friday, March 18 10 a.m. (eastern) Virginia Tech h) Friday, March 18 2 p.m. (eastern) Virginia Tech i) Wednesday, March 23 11 a.m. (eastern) Ball State University 3) March 15, 2022 Journalist spoke virtually for a class at Chapman University 4) February 24, 2022 Journalist spoke at Black Awareness Club at Christiansburg High School April 14, 2020 Meteorologist spoke to New London Academy |
| 2. | EEO Training | 2/17/2022 | On February 17, 2022, our office manager participated in the FCC's Equal Opportunity Rules: A webinar for Gray Television stations presented by Joan Stewart of Wiley Rein, LLP to employees of Gray Television Licensee, LLC. |

| | | | |
|----|------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. | Racial Equity Training | 5/11-6/10/2021 | <p>May 11, 2021, thru June 10, 2021. Our Sales Manager participated in a 6-part training series "Foundations in Diversity, Equity and Inclusion: from Adaway Consulting, a program developed for Gray Television. Information covered in the training included: how biases influence interaction and decision making and ways to mitigate them, how to identify and avoid implicit bias and microaggression in media, how to champion equity and inclusion, handling conflict, how to avoid common faux pas make regarding gendered language, race, class and ability and how to apologize effectively.</p> |
| 4. | Internship Program | | <p>On-going intern program during reporting year. We had 2 students from Virginia Tech, that were here January 2022 through May 2022. All our interns spend time in each department and were supervised by each department head with a concentration in News where they were supervised by News Director and Director of Internships.</p> |

Martha Graves

From: Eric Walters
Sent: Friday, March 18, 2022 3:31 PM
To: Martha Graves
Cc: Eric Walters; Matt Pumo
Subject: Virtual Career fairs so far in 2022

Martha – Below is the list of Virtual Career recruiting efforts I’ve participated in alongside other Jaquint-region News Directors.

Friday, February 11

10 a.m. (eastern)

University of Maryland (Mel Coffee)

Friday, February 18

3 p.m. (eastern)

University of Alabama, (Steve Diorio, general manager WVUA)

Friday, February 25

11 a.m. (eastern)

Syracuse University (Chris Tuohey)

3:30 p.m. (eastern)

West Virginia University (Eric Minor)

Monday, February 28

10 a.m. (eastern)

University of Kentucky (Andrew Dawson)

2 p.m. (eastern)

University of Florida

Tuesday, March 8

10 a.m. (eastern)

University of Tennessee (Brittany Tarwater)

Friday, March 18

10 a.m. (eastern)

Virginia Tech

Friday, March 18

2 p.m. (eastern)

Virginia Tech

Wednesday, March 23

11 a.m. (eastern)

Ball State University

Martha Graves

From: Brian Boush
Sent: Wednesday, May 11, 2022 2:56 PM
To: Martha Graves
Subject: Racial Equity Training

Martha,
I participated in Racial Equity Training last year, this was a six-part training course. The first session took place on May 11th and the last session was on June 10th, 2021.

Please let me know if you need anything additional information about this training.

Thanks

Brian Boush · General Sales Manager · WDBJ7 · 2807 Hershberger Rd NW, Roanoke, VA 24017
Office · 540.985.3645 · Fax · 540.985.3640 · Cell · 540.314.1048



WDBJ-DT / WZBJ-DT / WZBJ-CD
RECRUITMENT INITIATIVES FORM
June 1, 2022 through May 31, 2023

| | Type of Recruitment Initiative (Menu Selection) | Date | Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i> |
|----|-------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Participate in events sponsored by education institutions relating to career opportunities in broadcasting. | | <ol style="list-style-type: none"> 1) October 14, 2022 - Assistant News Director participated in career recruiting efforts at a Virginia Tech Career Fair. 2) December 2, 2022 – Journalist spoke to a class at Virginia Tech taught by David Carroll. 3) March 20, 2023 - Journalist spoke to a class at Virginia Tech taught by Dr. Syrenthia Robinson. 4) March 29, 2023 – Journalist spoke to a class at Virginia Tech taught by David Carroll. |
| 2. | EEO Training | 4/20/2023 | On April 20, 2023, our office manager participated in the FCC's Equal Employment Opportunity Rules: A webinar for Gray Television stations presented by Joan Stewart of Wiley Rein, LLP to employees of Gray Television Licensee, LLC. |
| 3. | Training Program for Station Employees that Teaches Skills Needed for Promotion to a Higher-Level Position | | <ol style="list-style-type: none"> 1) August 29-31, 2022 – Two producers attended producer training in Nashville, TN provided by Gray TV. 2) January 11-12, 2023 – Journalist attended Investigative Reporter training in Richmond, VA provided by Gray TV. 3) February 1, 2023 – Journalist attended virtual Multimedia Journalist training provided by Gray TV. 4) February 15, 2023 – Journalist attended virtual Multimedia Journalist training provided by Gray TV. |
| 4. | Internship Program | | On-going intern program during reporting year. We had 1 student from Virginia Tech (fall 2022) and 1 student from Liberty University and 1 student from Virginia Tech from February through April 2023. All our interns spend time in each department and were supervised by each department head with a concentration in News where they were supervised by News Director and Director of Internships. |

Gena Miller

From: Eric Walters
Sent: Friday, April 21, 2023 10:24 AM
To: Gena Miller
Subject: RE: EEO Recruiting

Job Fair – Stephanie attended the VT Career Fair in 4th Qtr

Internship Program – We have 2 interns this Spring and 2 more for the Summer.

Training Program – Patsy Montesinos and Makayla Shelton took a Gray MMJ training day online. Isabella Ledonne went to a regional Investigative training workshop in Richmond.

From: Gena Miller <gena.miller@wdbj7.com>
Sent: Thursday, April 20, 2023 2:00 PM
To: Brian Boush <brian.boush@wdbj7.com>; Brian Britt <brian.britt@wdbj7.com>; Eric Walters <eric.walters@wdbj7.com>; John Thomas <john.thomas@wdbj7.com>; Megan Kanode <megan.kanode@wdbj7.com>; Michael Leach <Michael.Leach@wdbj7.com>
Cc: Matt Pumo <matt.pumo@wdbj7.com>
Subject: EEO Recruiting
Importance: High

Please look over the attached chart and let me know if you, or someone in your department, has fulfilled any of these EEO requirements.

Thanks,

Gena Miller

Office Manager
(540) 777-3233



Gena Miller

From: Stephanie Shultz
Sent: Wednesday, April 26, 2023 10:49 AM
To: Gena Miller
Subject: RE: EEO - Job Fairs

It was 10/14/22 from 10am-1pm.

From: Gena Miller <gena.miller@wdbj7.com>
Sent: Wednesday, April 26, 2023 9:17 AM
To: Stephanie Shultz <stephanie.shultz@wdbj7.com>
Subject: EEO - Job Fairs

Hi Stephanie,

Eric mentioned you attended a job fair in Q4 of last year. Could you please send me an email with the date and time you attended for the EEO records?

Thanks!

Gena Miller

Office Manager
(540) 777-3233



| | | | | | | |
|-------------------|---------------------------------------|------------|------------|----------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Brent Watts | Virginia Department of Transportation | Roanoke | 10/18/2022 | 1pm-2pm | Kristin Williby | Present on the possible conditions and cold weather preparedness for the upcoming winter season. 150+ VDOT employees of the Salem District. Met at Holiday Inn Tanglewood. |
| Brent Watts | Kazim Shriner Circus | Salem | 10/29/2022 | 12pm-1pm | Corrie Prater - Salem Civic Center | Got the crowd hyped before the show. Represented the station and did meet and greet. Several thousand in attendance. |
| Brent Watts | Lincoln Terrace Elementary | Roanoke | 11/9/2022 | 9am-11am | Tammy Miller | Spoke with 1st grade classrooms 80+ students about weather and conducted experiments. |
| Catherine Maxwell | Virginia Tech | Blacksburg | 12/2/2022 | 11AM | David Carroll | Career for College Students |
| Catherine Maxwell | Virginia Tech | Blacksburg | 3/29/2023 | 11:30AM | David Carroll | Career Information at Virginia Tech |
| Catherine Maxwell | Belview Elementary School | Radford | 11/10/2022 | 10AM | Haley Connor | Types of Weather Talk- 4th Graders |
| Catherine Maxwell | Critzer Elementary School | Pulaski | 10/6/2023 | 11AM | McKinley Rorrer | Weather Talk- all of 5th grade |
| Catherine Maxwell | Virginia Tech | Blacksburg | 5/4/2022 | 1PM | David Carroll | Career Focused- Virginia Tech |

Gena Miller

From: Leanna Scachetti
Sent: Monday, March 20, 2023 5:03 PM
To: Gena Miller
Subject: Virginia Tech Visit

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hey Gena,

Don't know if you need this for records but I spoke with a Virginia Tech reporting class today. The professor was Dr. Syrenthia Robinson.

We talked about digital news in the broadcast industry.

I also handed out information about Gray's new Digital Mentorship Program.


The FCC's Equal Employment Opportunity Rules:

A Webinar for Gray Television Licensee, LLC.

On April 20, 2023, the following individuals (listed by name and job title) participated in the above-noted training webinar presented by Joan Stewart of Wiley Rein, LLP.

Participants:

Gena Miller – Office Manager

Signed: 

Job title: RVP/GM

Date: 4/21/2023