

POSITION AVAILABLE

Date Submitted: 08/13/07
Department: News
Position: Assignment Editor
Date Available: Immediately

Job Description: Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Qualifications Necessary: College degree in journalism or related field preferred. At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision and hearing.

Application Deadline: 08/27/07

Ad Copy (exactly as you wish it to read): WXIN Fox 59 seeks Assignment Editor to assist in the operation of the news assignment desk and ensure news events are covered. College degree in journalism or related field preferred. At least 1 year experience on the assignment desk or another capacity in a broadcast or print news environment required. Organizational skills and good communication skills required. Must demonstrate solid news judgment, make quick decisions regarding efficient use of newsroom resources, conduct interviews over the telephone and in person, contribute news story ideas, and perform other duties under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): TVJobs.com, Medialine, Indianapolis Recorder, Tribune company-wide posting, minority and university contacts.

Davison, Kim S.

From: Fischer, Greta

Sent: Monday, August 13, 2007 4:36 PM

To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; NATAS, Cleveland Chapter; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University

Cc: Davison, Kim S.

Subject: FOX59/CW 4 JOB POSTINGS

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 have full-time openings available for a **Graphic Designer** in our **Creative Services Department** and a **Desk Assistant** in our **News Department**. The job postings are enclosed. We seek your help in referring qualified applicants for these positions.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfisher@tribune.com

Greta Fischer
(317) 632.5900
gfisher@tribune.com

8/13/2007



News Desk Assistant

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: News Desk Assistant

Number of Openings: 1

Description: Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Location: **Location**

City
Indianapolis

State
Indiana

Country
United States

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Communications - Broadcasting, Communications - Journalism/Pub

Qualification: College degree in journalism or related field preferred.
At least one year previous television or print newsroom

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Aug 14, 2007

Applications Accepted Until:
Aug 28, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

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Address:
 2001 E. 96th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 (317) 222-2750 (Indiana Only)
 (317) 222-8110 (Direct Line)
 (317) 222-8925 (Fax)

Email:
 info@ibainc.com

Opportunities/Employment

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News Desk Assistant posted: Aug 14 2007

Start Date: immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
 6910 Network Place
 Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

College degree in journalism or related field preferred. At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

Job Description:

Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EOE

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 [Disclaimer]

WXIN-FOX 59/WTTV-CW 4

Function	Writing, Other, Editorial
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	News Desk Assistant
Job Description	College degree in journalism or related field preferred.

At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
Address : 6910 Network Place
Indianapolis IN 46278 US



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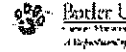
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Job Details

Job Title:
News Desk Assistant

Opportunity Type:
Job

Description:
College degree in journalism or related field preferred.
At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Broadcasting, Editorial, Other, Writing

Period Of Employment:
Not Specified

Cover Letter Required:
Yes

Other Requested Materials:

Interview Schedules
This job will not have an interview schedule attached.
Modification History
Last Modified: 8/14/07 By Greta Fischer (WXIN Fox 59)
Created: 8/14/07 By Greta Fischer (WXIN Fox 59)

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Communications, Journalism, Telecommunication Arts

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.



Davison, Kim S.

From: jobs@tvjobs.com
Sent: Wednesday, August 15, 2007 1:18 PM
To: Davison, Kim S.
Subject: TVJobs.com - Assignment Editor job auto-posted

JOB POSTING NOTIFICATION FROM TVJOBS

Kim Davison,

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

Station : WXIN
Position: Assignment Editor
Category: News - Assignment Editor
Database: Television
Job ID : TVJ#34086523
Posted : 8/15/2007
Expires : 8/27/2007
Status : Registered Employer - Job Re-instated Ad Text :

Assignment Editor

WXIN Fox 59 seeks Assignment Editor to assist in the operation of the news assignment desk and ensure news events are covered. College degree in journalism or related field preferred. At least 1 year experience on the assignment desk or another capacity in a broadcast or print news environment required. Organizational skills and good communication skills required. Must demonstrate solid news judgment, make quick decisions regarding efficient use of newsroom resources, conduct interviews over the telephone and in person, contribute news story ideas, and perform other duties under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to:

Human Resources Manager
WXIN/WTTV-TV
6910 Network Place
Indianapolis, IN 46278

EOE

Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 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 8/27/2007.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.

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

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

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.<<



View / Modify / Expire
Current Job Listings

- "Assignment Editor" listing was just Reinstated! -

Kim Davison, 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 WXIN (FOX), Indianapolis, IN							
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
Assignment Editor	8/15/2007	8/27/2007	1	0	12	Kim Davison	Modify Expire

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Davison, Kim S.

From: Davison, Kim S.
Sent: Wednesday, August 15, 2007 1:15 PM
To: Medialine@medialine.com
Subject: Job Opportunities

Mark,

Please post the following positions on Medialine as soon as possible. Application deadline is 08/27/07 for both jobs.

WXIN/WTTV-TV seeks Graphic Designer to work with news producers, art department and Creative Services Director to create static and animated graphics for Fox 59 Morning News. Successful candidate will also have the opportunity to design graphics for promotional product on two stations, Fox 59 and CW4. Bachelor's degree in Graphic Design/Visual Communications or related field, strong knowledge of Adobe Photoshop and After Effects, and 2+ years experience in a design environment required. Lightwave and Illustrator experience preferred. Must possess the ability to work under pressure to create graphics for a live news program. Send resume, as well as samples of your latest work on a non-returnable VHS, DVD or CD to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

WXIN Fox 59 seeks Assignment Editor to assist in the operation of the news assignment desk and ensure news events are covered. ~~College~~ degree in journalism or related field preferred. At least 1 year experience on the assignment desk or another capacity in a broadcast or print news environment required. Organizational skills and good communication skills required. Must demonstrate solid news judgment, make quick decisions regarding efficient use of newsroom resources, conduct interviews over the telephone and in person, contribute news story ideas, and perform other duties under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Thank you!

Kim S. Davison
Human Resources Manager
WXIN FOX59/WTTV CW4
6910 Network Place
Indianapolis, IN 46278
317/715-2701
317/715-2697 (fax)

Davison, Kim S.

From: mark [mark@medialine.com]
Sent: Wednesday, August 15, 2007 1:24 PM
To: Davison, Kim S.
Subject: FW: EEO Confirmation letter

Please allow this to serve as confirmation of receipt of the following job listing(s) from : WXIN on 08/15/07

ASSIGNMENT EDITOR

The listing(s) will run for a 30 day period on our national television job listing service (unless you indicated otherwise) and then automatically remove themselves from the system.

If you need further documentation for your EEO files, please feel free to contact us at:

Phone:800-237-8073

Email:medialine@medialine.com

Fax:831-6485204

Mailing address:Box 51909, Pacific Grove, CA 93950

Contact:Mark Shilstone, Manager

Thank you for using MediaLine,
Mark Shilstone
Manager
MediaLine

8/15/2007

Davison, Kim S.

From: jobs@tvspy.com
Sent: Wednesday, August 15, 2007 1:21 PM
To: Davison, Kim S.
Cc: todd@staff.vault.com; eshen@staff.vault.com
Subject: Confirmation of Job Posting

Dear Kim,

Thank you for using The TVSpy Job Bank. Please click on the following link to view your employment ad on the TVSpy Job Bank:
http://www.tvspy.com/jobbank.cfm?type=list&category_id=340

Job Title: Assignment Editor
Company/Station: WXIN-TV, Fox 59
Date Posted: 2007-08-15 13:21:00.0
Date Expires: 2007-08-29 13:21:00.0

As an unlimited job poster, you can continue posting jobs at TVSpy and for as long as you want. To post another job, click here: <http://www.tvspy.com/membership/memberhome.cfm>

Occasionally, when copy from a Word document is cut and pasted onto TVSpy, the following punctuations will turn into question marks: apostrophes, quotes or dash marks. They need to be retyped after you have cut and pasted your copy onto TVSpy to prevent these misplaced question marks from occurring.

Thank you for using TVSpy. Best of luck with your hiring needs!

Regards,
The Staff of TVSpy
jobs@tvspy.com



TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Kim Davison, Human Resources
DATE: August 15, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the next available edition:

GRAPHIC DESIGNER

WXIN/WTTV-TV seeks Graphic Designer to work with news producers, art department and Creative Services Director to create static and animated graphics for Fox 59 Morning News. Successful candidate will also have the opportunity to design graphics for promotional product on two stations, Fox 59 and CW4. Bachelor's degree in Graphic Design/Visual Communications or related field, strong knowledge of Adobe Photoshop and After Effects, and 2+ years experience in a design environment required. Lightwave and Illustrator experience preferred. Must possess the ability to work under pressure to create graphics for a live news program. Send resume, as well as samples of your latest work on a non-returnable VHS, DVD or CD to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

ASSIGNMENT EDITOR

WXIN Fox 59 seeks Assignment Editor to assist in the operation of the news assignment desk and ensure news events are covered. College degree in journalism or related field preferred. At least 1 year experience on the assignment desk or another capacity in a broadcast or print news environment required. Organizational skills and good communication skills required. Must demonstrate solid news judgment, make quick decisions regarding efficient use of newsroom resources, conduct interviews over the telephone and in person, contribute news story ideas, and perform other duties under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Please send the invoice to the attention of Greta Fischer, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. If you have any questions, please contact me at 317/715-2701. Thank you!

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7140 E. 46th St., Ste. 100, Indpls, IN 46226
www.AccessRealtyTeam.com



Monica L. Acoff, Broker/Realtor

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E-mail: LarTracy@netscape.net

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@ www.applepieintg.com

Pearl J. Brown-Douglas

Real Estate Development Coordinator

Join the renaissance of Downtown Indianapolis! Indianapolis Downtown, Inc. (IDI), a not-for-profit organization, that develops, manages and markets Downtown, seeks self-motivated, well-organized and detail-oriented person to manage information and programs related to Downtown real estate development.

The coordinator is responsible for obtaining and managing project, property and business information; managing department programs and recruitment tools; convening stakeholder meetings; reviewing zoning and permit applications; and recruiting new IDI members. Candidates should be proficient in Microsoft Excel and Outlook and possess good written and verbal communication, presentation and analytical skills. Prior real estate, urban planning or economic development experience and college degree preferred.

Send resume and salary requirements to:

IDI, 111 Monument Circle, Ste. 1900,

Indpls, IN 46204, or Fax resume to (317) 237-2209,

or email terry@indydt.com.

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Assignment Editor

WXIN Fox 59 seeks Assignment Editor to assist in the operation of the news assignment desk and ensure news events are covered. College degree in journalism or related field preferred. At least 1 year experience on the assignment desk or another capacity in a broadcast or print news environment required. Organizational skills and good communication skills required. Must demonstrate solid news judgment, make quick decisions regarding efficient use of newsroom resources, conduct interviews over the telephone and in person, contribute news story ideas, and perform other duties under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278
EOE

POSITION AVAILABLE

Date Submitted	09/14/07
Department	Sales
Position	Account Coordinator
Date Available	Immediately

Job Description: Supports sales effort by coordinating advertiser account activity inside the station. Supports account executives and sales management team while developing skills and training for possible future role of Account Executive. Prepares avails and proposals. Coordinates inter-departmental activity. Performs post-buy analysis. Notifies clients and schedules makegoods. Notifies clients of program changes and late runs. Performs order revisions due to late orders and schedule changes. Researches invoice discrepancies and solicits payment from clients if necessary. Provides spot placement. Coordinates copy instructions with traffic department. Writes up orders. Assists Account Executives with reports as needed. Files contracts and invoices. Checks contracts. Schedules client appointments. Understands ratings and rates. Meets clients when possible.

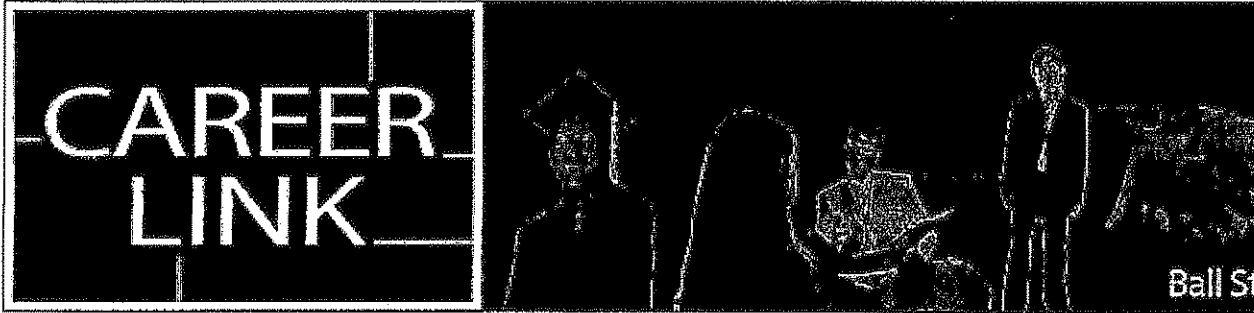
Qualifications Necessary: Bachelor's degree or equivalent experience in Sales/Marketing or related field. Prior sales experience preferred. Strong communication, interpersonal, and computer skills.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision

Application Deadline: 09/28/07

Ad Copy (exactly as you wish it to read): WXIN-TV FOX59 seeks Account Coordinator to assist account executives in providing advertising opportunities and marketing solutions to our customers. Position supports sales effort by coordinating account activity internally while developing skills for possible future account executive role. Bachelor's degree in sales, marketing or related field and prior sales experience preferred. Strong communication, interpersonal, and computer skills required. Send resume with cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Station web sites, Tribune company-wide posting, Indianapolis Recorder, university and minority contact list



Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Account Coordinator

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Account Coordinator

Number of Openings: 1

Description: Supports sales effort by coordinating advertiser account activity inside the station. Supports account executives and sales management team while developing skills and training for possible future role of Account Executive. Prepares avails and proposals. Coordinates inter-departmental activity. Performs post-buy analysis. Notifies clients and schedules makegoods. Notifies clients of program changes and late runs. Performs order revisions due to late orders and schedule changes. Researches invoice discrepancies and solicits payment from clients if necessary. Provides spot placement. Coordinates copy instructions with traffic department. Writes up orders. Assists Account Executives with reports as needed. Files contracts and invoices. Checks contracts. Schedules client appointments. Understands ratings and rates. Meets clients when possible.

Send resume with cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location:

Location
City Indianapolis
State Indiana
Country United States

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Sep 21, 2007

Applications Accepted Until:
Oct 05, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Position Type: Professional Employment

Miller College of Business/Marketing, College of

Desired Major(s): Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Advertising, Communications - Broadcasting, Sales

Qualification: Bachelor's degree or equivalent experience in Sales/Marketing or related field. Prior sales experience preferred. Strong communication, interpersonal, and computer skills.






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Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 800.342.6276 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Account Coordinator posted: Sep 21 2007

Start Date: immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:
Bachelor's degree or equivalent experience in Sales/Marketing or related field. Prior sales experience preferred. Strong communication, interpersonal, and computer skills.

Job Description:
Supports sales effort by coordinating advertiser account activity inside the station. Supports account executives and sales management team while developing skills and training for possible future role of Account Executive. Prepares avails and proposals. Coordinates inter-departmental activity. Performs post-buy analysis. Notifies clients and schedules makegoods. Notifies clients of program changes and late runs. Performs order revisions due to late orders and schedule changes. Researches invoice discrepancies and solicits payment from clients if necessary. Provides spot placement. Coordinates copy instructions with traffic department. Writes up orders. Assists Account Executives with reports as needed. Files contracts and invoices. Checks contracts. Schedules client appointments. Understands ratings and rates. Meets clients when possible.

Send resume with cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EOE

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WXIN-FOX 59/WTTV-CW 4

Function	Sales, Marketing
Job Location	Indiana-Indianapolis
Job Level	Full-time (Entry-Level)
Job Title	Account Coordinator
Job Description	Bachelor's degree or equivalent experience in Sales/Marketing or related field. Prior sales experience preferred. Strong communication, interpersonal, and computer skills.

Supports sales effort by coordinating advertiser account activity inside the station. Supports account executives and sales management team while developing skills and training for possible future role of Account Executive. Prepares avails and proposals. Coordinates inter-departmental activity. Performs post-buy analysis. Notifies clients and schedules makegoods. Notifies clients of program changes and late runs. Performs order revisions due to late orders and schedule changes. Researches invoice discrepancies and solicits payment from clients if necessary. Provides spot placement. Coordinates copy instructions with traffic department. Writes up orders. Assists Account Executives with reports as needed. Files contracts and invoices. Checks contracts. Schedules client appointments. Understands ratings and rates. Meets clients when possible.

Send resume with cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
Address : 6910 Network Place
Indianapolis IN 46278 US

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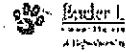
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Job Details

Job Title:

Account Coordinator

Opportunity Type:

Job

Description:

Bachelor's degree or equivalent experience in Sales/Marketing or related field. Prior sales experience preferred. Strong communication, interpersonal, and computer skills.

Supports sales effort by coordinating advertiser account activity inside the station. Supports account executives and sales management team while developing skills and training for possible future role of Account Executive. Prepares avails and proposals. Coordinates inter-departmental activity. Performs post-buy analysis. Notifies clients and schedules makegoods. Notifies clients of program changes and late runs. Performs order revisions due to late orders and schedule changes. Researches invoice discrepancies and solicits payment from clients if necessary. Provides spot placement. Coordinates copy instructions with traffic department. Writes up orders. Assists Account Executives with reports as needed. Files contracts and invoices. Checks contracts. Schedules client appointments. Understands ratings and rates. Meets clients when possible.

Send resume with cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):

Indianapolis, IN

Compensation Type:

Paid

Job Status:

Full-Time

Job Function:

Broadcasting, Marketing, Sales

Period Of Employment:

Other

Cover Letter Required:

Yes

Other Requested Materials:

Send resume with cover letter stating position desired, salary requirements and

Interview Schedules

This job will not have an inter schedule attached.

Modification History

Last Modified: 9/21/07

By Greta Fischer (WXIN Fox 59)

Created: 9/21/07

By Greta Fischer (WXIN Fox 59)

referral source to: Human Resources, WXIN/WTTV-TV, 6910 Network Place,
Indianapolis, IN 46278. EOE.

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Marketing

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.





TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Kim Davison, Human Resources
DATE: September 21, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the next available edition:

ACCOUNT COORDINATOR

WXIN-TV FOX59 seeks Account Coordinator to assist account executives in providing advertising opportunities and marketing solutions to our customers. Position supports sales effort by coordinating account activity internally while developing skills for possible future account executive role. Bachelor's degree in sales, marketing or related field and prior sales experience preferred. Strong communication, interpersonal, and computer skills required. Send resume with cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Please send the invoice to the attention of Greta Fischer, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. If you have any questions, please contact me at 317/715-2701. Thank you!

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Enterprise: bfm@blackforestmotors.com

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Account Coordinator

WXIN-TV FOX59 seeks Account Coordinator to assist account executives in providing advertising opportunities and marketing solutions to our customers. Position supports sales effort by coordinating account activity internally while developing skills for possible future account executive role. Bachelor's degree in sales, marketing or related field and prior sales experience preferred. Strong communication, interpersonal, and computer skills required. Send resume with cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN/TV-TV, 6910 Network Place, Indianapolis, IN 46278.

EOE

POSITION AVAILABLE

Date Submitted	07/21/06
Department	News
Position	Writer, AM
Date Available	Immediately

Job Description: Assists news producer in putting news programs together. Responsibilities include writing news stories; directing the editing of video taped stories for broadcasts; and logging video feeds. The writer also must learn the responsibilities of the producer to be prepared to produce program in an emergency.

Qualifications Necessary: College degree or sufficient maturity preferred. Prior experience in broadcast or print journalism. Working familiarity with ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Individual could be considered if he or she has experience in another area of television news. Effective writing skills. Good organizational skills. Good written and verbal communication skills. Stays informed on current affairs. Can perform duties and make decisions under extreme pressure.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision and hearing

Application Deadline: 08/04/06

Ad Copy (exactly as you wish it to read): WXIN Fox 59, a Tribune Broadcasting station, is looking for a Writer to support our Emmy-winning Fox 59 Morning News. Prior broadcast newsroom experience required. Effective writing skills essential. Must possess good communication and organizational skills. College degree in related field and familiarity with SNG/ENG operations desired. Successful candidate will work a sunrise shift. Send resume, cover letter stating position desired and referral source to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Medialine, ~~Profs.com~~, minority/university contacts, Inside Track, Indy Recorder

WXIN/WTTV-TV POSITION DESCRIPTION

POSITION TITLE: WRITER

DATE: 06/01/06

DEPARTMENT: NEWS

REPORTS TO: EXECUTIVE PRODUCER

ROLE Assists news producer in putting news programs together. Responsibilities include writing news stories; directing the editing of video taped stories for broadcasts; and logging video feeds. The writer also must learn the responsibilities of the producer to be prepared to produce program in an emergency.

REPONSIBILITIES

- Writes stories assigned by the news producer.
- Logs videotapes and writes scripts for anchors.
- Checks out news stories by telephone when necessary.
- Reads wires for late breaking stories.
- Assists reporters by taking scripts or other information from them by telephone or two way radio when they are in the field.
- Learns responsibilities of associate producer and/or producer so he or she can replace regular producer in an emergency.
- Logs tapes when necessary.
- Do interviews for news stories when no reporter is available.
- Other duties as assigned by supervisor.

REQUIREMENTS/QUALIFICATIONS

- College degree or sufficient maturity preferred.
- Prior experience in broadcast or print journalism.
- Working familiarity with ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations.
- Individual could be considered if he or she has experience in another area of television news.
- Effective writing skills.
- Good organizational skills.
- Good written and verbal communication skills.
- Stays informed on current affairs.
- Can perform duties and make decisions under extreme pressure.

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

Davison, Kim S.

From: Fischer, Greta
Sent: Monday, July 24, 2006 9:38 AM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Brown College (Minnesota); Flanner House; Franklin College; Illinois Center for Broadcasting; Indiana Institute of Technology; Indianapolis Association of Black Journalists; Indianapolis Urban League; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; NATAS, Cleveland Chapter; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; University of Southern Indiana; Vincennes University
Cc: Davison, Kim S.
Subject: FOX59/WB 4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV WB4 has a full-time opening available for a **Writer** in our **News Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
317.632.5900
gfischer@tribune.com



Thank You For Filling Out This Form

Below is what you submitted to gbeetner@tribune.com,msegerson@tribune.com on Friday, July 21, 2006 at 15:50:10

Business Unit: WXIN-TV

Department: News

Location: Indianapolis, IN

Full/Part: Full-Time

Title: Writer

Posting Text: WXIN Fox 59, a Tribune Broadcasting station, is looking for a Writer to support our Emmy-winning Fox 59 Morning News. Prior broadcast newsroom experience required. Effective writing skills essential. Must possess good communication and organizational skills. College degree in related field and familiarity with SNG/ENG operations desired. Successful candidate will work a sunrise shift. Send resume, cover letter stating position desired and referral source to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Category1: Broadcasting

Category2: -OPTIONAL-

Posting: Both

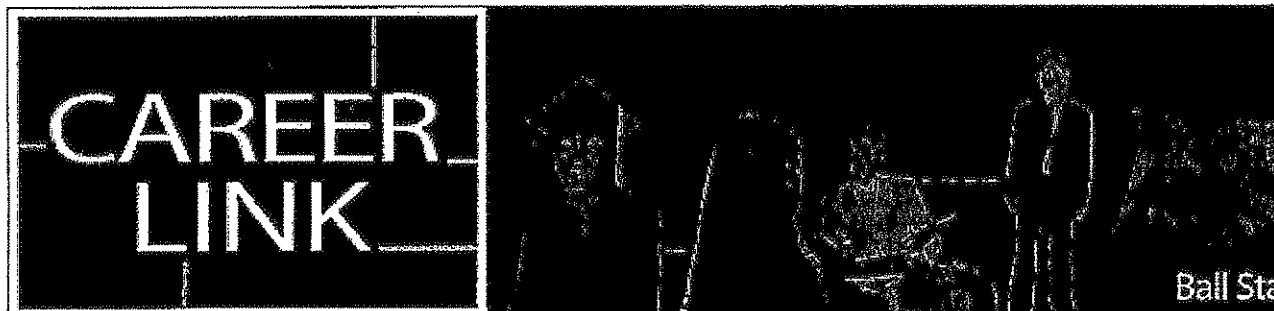
Contact Name: Kim Davison

Phone #: 317/715-2697

E-Mail: ksdavison@tribune.com

Address: 317/715-2697 fax

Submit: Submit



Writer

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & WB4

Title: Writer

Description: Assists news producer in putting news programs together. Responsibilities include writing news stories; directing the editing of video taped stories for broadcasts; and logging video feeds. The writer also must learn the responsibilities of the producer to be prepared to produce program in an emergency.

Location:

Location
City Indianapolis
State Indiana
Country United States

Position Type: Paid, Professional Employment, Regular

Desired Major(s): TCOM - News, Journalism - News/Editorial, Journalism

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Communications - Broadcasting, Communications - Journalism/Publ

Qualification: College degree or sufficient maturity preferred. Prior experience in broadcast or print journalism. Working familiarity with ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Individual could be considered if he or she has experience in another area of television news. Effective writing skills. Good organizational skills. Good written and verbal communication skills. Stays informed on current affairs. Can perform duties and make decisions under extreme pressure.

Send resume, cover letter stating position desired and referral source to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Jul 24, 2006

Applications Accepted Until:
Aug 07, 2006

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

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 Indianapolis, IN 46280

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 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Writer posted: Jul 24 2006

Start Date: immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

College degree or sufficient maturity preferred. Prior experience in broadcast or print journalism. Working familiarity with ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Individual could be considered if he or she has experience in another area of television news. Effective writing skills. Good organizational skills. Good written and verbal communication skills. Stays informed on current affairs. Can perform duties and make decisions under extreme pressure.

Job Description:

Assists news producer in putting news programs together. Responsibilities include writing news stories; directing the editing of video taped stories for broadcasts; and logging video feeds. The writer also must learn the responsibilities of the producer to be prepared to produce program in an emergency.

Send resume, cover letter stating position desired and referral source to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

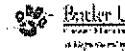
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Job Details

Job Title:
Writer

Opportunity Type:
Job

Description:
College degree or sufficient maturity preferred. Prior experience in broadcast or print journalism. Working familiarity with ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Individual could be considered if he or she has experience in another area of television news. Effective writing skills. Good organizational skills. Good written and verbal communication skills. Stays informed on current affairs. Can perform duties and make decisions under extreme pressure.

Assists news producer in putting news programs together. Responsibilities include writing news stories; directing the editing of video taped stories for broadcasts; and logging video feeds. The writer also must learn the responsibilities of the producer to be prepared to produce program in an emergency.

Send resume, cover letter stating position desired and referral source to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Broadcasting, Editorial, Writing

Period Of Employment:
Other

Cover Letter Required:
Yes

Interview Schedules
This job will not have an interview schedule attached.
Modification History
Last Modified: 7/24/06 By Greta Fischer (WXIN Fox 59)
Created: 7/24/06 By Greta Fischer (WXIN Fox 59)

Application Qualifications

The following qualifications have been set as "Desired". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Communications, Journalism, Telecommunication Arts

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.



Fox 59/WXIN-TV

Job Type Journalism / Reporting

Job Location Indianapolis

Job Level Full-time Permanent

Job Title Writer

Job Description College degree or sufficient maturity preferred. Prior experience in broadcast or print journalism. Working familiarity with ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Individual could be considered if he or she has experience in another area of television news. Effective writing skills. Good organizational skills. Good written and verbal communication skills. Stays informed on current affairs. Can perform duties and make decisions under extreme pressure.

Assists news producer in putting news programs together. Responsibilities include writing news stories; directing the editing of video taped stories for broadcasts; and logging video feeds. The writer also must learn the responsibilities of the producer to be prepared to produce program in an emergency.

Send resume, cover letter stating position desired and referral source to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Contact Information

Company : Fox 59/WXIN-TV

Recruiter : Greta Fischer

Address : 6910 Network Place
Indianapolis IN 46278 US

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Thank You For Filling Out This Form

Below is what you submitted to gbeetner@tribune.com,msegerson@tribune.com on Wednesday, August 9, 2006 at 15:46:13

Contact: Kim Davison

Business Unit: WXIN-TV

Reason for Removal: Extensive Resume Response

Position: Writer

New Hire Name: N/A

Ethnic Group: -SELECT-

Source of Hire: -SELECT-

Submit: Submit



POSITION AVAILABLE

Date Submitted: 10/24/07
Department: News
Position: Overnight Assignment Editor
Date Available: Immediately

Job Description: Oversees the overnight assignment desk to ensure news events that may be included on news broadcasts are covered. Monitors scanners and routinely checks police and fire beats to find out about breaking news, and assigns crews to cover these events. Makes sure stories deemed newsworthy are covered. Keeps executive producer and show producers informed on how stories are developing. Provides reporters, photographers and/or producers with facts and background information for stories. Sets up live phone interviews when needed. Answers telephones. Listens to viewers complaints; accepts criticism in a professional, courteous manner, and offers suggestions or answers as appropriate. Arranges video feeds via live trucks, VYVX or Satellite from local crews and other affiliates. Develops a network of news sources in all fields. Other duties as assigned by supervisor.

Qualifications Necessary: College degree in journalism or related field preferred. Three to five years experience on assignment desk or in some other capacity in a broadcast or print news department. Excellent journalistic background. Good written and verbal communication skills. Good organizational skills. Self starter. Can perform duties and make decisions under pressure.

List any Physical Requirements or Restrictions (for major responsibilities of position):
Vision and hearing.

Application Deadline: 11/7/07

Ad Copy (exactly as you wish it to read): WXIN Fox 59, a Tribune Broadcasting Station, seeks talented person to run our overnight news assignment desk. College degree in journalism or related field preferred. At least 3 years experience on assignment desk or another capacity in a broadcast or print news environment desired. Excellent journalistic background, organizational skills and good communication skills required. Must be able to perform duties and make decisions under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE.

WXIN/WTTV-TV POSITION DESCRIPTION

POSITION TITLE: Overnight Assignment Editor

DATE: 10/17/07

DEPARTMENT: News

REPORTS TO: Assignment Manager

ROLE: Works the overnight assignment desk

RESPONSIBILITIES.

- Makes sure stories deemed newsworthy are covered.
- Participates in morning meeting to decide what stories reporters are assigned to.
- Assigns crews to cover breaking news.
- Assigns reporters and/or photographers to news stories.
- Keeps executive producer and line producers informed on how reporter's stories are progressing and on new stories that may develop through the day.
- Attempts to check out spot news stories by telephone when possible before dispatching crew to scene.
- Answers telephones.
- Listens to viewers complaints; accepts criticism in a professional, courteous manner, and offers suggestions or answers as appropriate.
- Routinely checks police and fire beats for possible stories (at least 3 times per shift).
- Arranges video receipt via VYVX or Satellite from other affiliates.
- Monitors radios/scanners.
- Develops a network of news sources in all fields.
- Sets up stories in advance when possible.
- Provides reporters, photographers and/or producers with background material on stories.
- Assists in rolling on news feeds throughout the shift.
- Other duties as assigned by supervisor.

REQUIREMENTS/QUALIFICATIONS

- College degree in journalism or related field preferred.
- Three to five years experience on assignment desk or in some other capacity in a broadcast or print news department.
- Excellent journalistic background.
- Good written and verbal communication skills.
- Good organizational skills.
- Self starter
- Excellent motivator and leader; able to infuse fellow workers with enthusiasm and dedication.
- Can perform duties and make decisions under pressure.
- Usually 8-hour workdays, 5 days a week. May be required to work additional hours or days.

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

- Must be capable of interacting positively and productively with other employees.

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

Harbison, Jessica

From: Fischer, Greta
Sent: Thursday, October 25, 2007 4:10 PM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Harbison, Jessica
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for an **Assignment Editor** in our **News Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

10/25/2007

POSITION AVAILABLE

Date Submitted: 10/24/07
Department: News
Position: Overnight Assignment Editor
Date Available: Immediately

Job Description: Oversees the overnight assignment desk to ensure news events that may be included on news broadcasts are covered. Monitors scanners and routinely checks police and fire beats to find out about breaking news, and assigns crews to cover these events. Makes sure stories deemed newsworthy are covered. Keeps executive producer and show producers informed on how stories are developing. Provides reporters, photographers and/or producers with facts and background information for stories. Sets up live phone interviews when needed. Answers telephones. Listens to viewers complaints; accepts criticism in a professional, courteous manner, and offers suggestions or answers as appropriate. Arranges video feeds via live trucks, VYVX or Satellite from local crews and other affiliates. Develops a network of news sources in all fields. Other duties as assigned by supervisor.

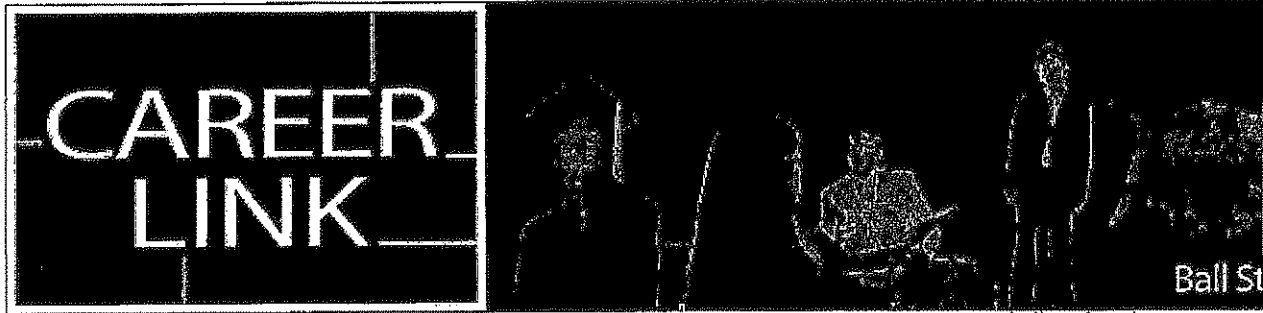
Qualifications Necessary: College degree in journalism or related field preferred. Three to five years experience on assignment desk or in some other capacity in a broadcast or print news department. Excellent journalistic background. Good written and verbal communication skills. Good organizational skills. Self starter. Can perform duties and make decisions under pressure.

List any Physical Requirements or Restrictions (for major responsibilities of position):
Vision and hearing.

Application Deadline: 11/7/07

Ad Copy (exactly as you wish it to read): WXIN Fox 59, a Tribune Broadcasting Station, seeks talented person to run our overnight news assignment desk. College degree in journalism or related field preferred. At least 3 years experience on assignment desk or another capacity in a broadcast or print news environment desired. Excellent journalistic background, organizational skills and good communication skills required. Must be able to perform duties and make decisions under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): TVJobs.com, Medialine, Indianapolis Recorder, Tribune company-wide posting, minority and university contacts.



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Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Assignment Editor

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Assignment Editor

Number of Openings: 1

Description: Oversees the overnight assignment desk to ensure news events that may be included on news broadcasts are covered. Monitors scanners and routinely checks police and fire beats to find out about breaking news, and assigns crews to cover these events. Makes sure stories deemed newsworthy are covered. Keeps executive producer and show producers informed on how stories are developing. Provides reporters, photographers and/or producers with facts and background information for stories. Sets up live phone interviews when needed. Answers telephones. Listens to viewers complaints; accepts criticism in a professional, courteous manner, and offers suggestions or answers as appropriate. Arranges video feeds via live trucks, VYVX or Satellite from local crews and other affiliates. Develops a network of news sources in all fields. Other duties as assigned by supervisor.

Location:

Location

City
Indianapolis

State
Indiana

Country
United States

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Oct 25, 2007

Applications Accepted Until:
Nov 08, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna



Salary Level: 0

Job Function: Communications - Broadcasting, Communications - Journalism/Pub, Public Relations

Qualification: College degree in journalism or related field preferred. Three to five years experience on assignment desk or in some other capacity in a broadcast or print news department. Excellent journalistic background. Good written and verbal communication skills. Good organizational skills. Self starter. Can perform duties and make decisions under pressure.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE.



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Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46260

Phone Numbers:
 800.342.6276 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Yo

Assignment Editor posted: Oct 25 2007

Start Date: Immediately

[ch

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

College degree in journalism or related field preferred. Three to five years experience on assignment desk or in some other capacity in a broadcast or print news department. Excellent journalistic background. Good written and verbal communication skills. Good organizational skills. Self starter. Can perform duties and make decisions under pressure.

Job Description:

Oversees the overnight assignment desk to ensure news events that may be included on news broadcasts are covered. Monitors scanners and routinely checks police and fire beats to find out about breaking news, and assigns crews to cover these events. Makes sure stories deemed newsworthy are covered. Keeps executive producer and show producers informed on how stories are developing. Provides reporters, photographers and/or producers with facts and background information for stories. Sets up live phone interviews when needed. Answers telephones. Listens to viewers complaints; accepts criticism in a professional, courteous manner, and offers suggestions or answers as appropriate. Arranges video feeds via live trucks, VYVX or Satellite from local crews and other affiliates. Develops a network of news sources in all fields. Other duties as assigned by supervisor.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE.

EOE

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[Disclaimer]

WXIN-FOX 59/WTTV-CW 4

Function Writing, Public Relations, Editorial

Job Location Indiana-Indianapolis

Job Level Full-time (Experienced)

Job Title Assignment Editor

Job Description College degree in journalism or related field preferred. Three to five years experience on assignment desk or in some other capacity in a broadcast or print news department. Excellent journalistic background. Good written and verbal communication skills. Good organizational skills. Self starter. Can perform duties and make decisions under pressure.

Oversees the overnight assignment desk to ensure news events that may be included on news broadcasts are covered. Monitors scanners and routinely checks police and fire beats to find out about breaking news, and assigns crews to cover these events. Makes sure stories deemed newsworthy are covered. Keeps executive producer and show producers informed on how stories are developing. Provides reporters, photographers and/or producers with facts and background information for stories. Sets up live phone interviews when needed. Answers telephones. Listens to viewers complaints; accepts criticism in a professional, courteous manner, and offers suggestions or answers as appropriate. Arranges video feeds via live trucks, VYVX or Satellite from local crews and other affiliates. Develops a network of news sources in all fields. Other duties as assigned by supervisor.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE.

Positions Available 1

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
 Address : 6910 Network Place
 Indianapolis IN 46278 US

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Job Details

Job Title:

Assignment Editor

Opportunity Type:

Job

Description:

Oversees the overnight assignment desk to ensure news events that may be included on news broadcasts are covered. Monitors scanners and routinely checks police and fire beats to find out about breaking news, and assigns crews to cover these events. Makes sure stories deemed newsworthy are covered. Keeps executive producer and show producers informed on how stories are developing. Provides reporters, photographers and/or producers with facts and background information for stories. Sets up live phone interviews when needed. Answers telephones. Listens to viewers complaints; accepts criticism in a professional, courteous manner, and offers suggestions or answers as appropriate. Arranges video feeds via live trucks, VYVX or Satellite from local crews and other affiliates. Develops a network of news sources in all fields. Other duties as assigned by supervisor.

College degree in journalism or related field preferred.

Three to five years experience on assignment desk or in some other capacity in a broadcast or print news department. Excellent journalistic background. Good written and verbal communication skills. Good organizational skills. Self starter. Can perform duties and make decisions under pressure.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):

Indianapolis, IN

Compensation Type:

Paid

Job Status:

Full-Time

Job Function:

Broadcasting, Editorial, Public Relations, Writing

Period Of Employment:

Other

Cover Letter Required:

Yes

Interview Schedules
This job will not have an interview schedule attached.
Modification History
Last Modified: 10/25/07 By Greta Fischer (WXIN Fox 59)
Created: 10/25/07 By Greta Fischer (WXIN Fox 59)

Other Requested Materials:

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE.

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Communications, Journalism, Public and Corporate Communication, Telecommunication Arts

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.

Edit



TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Jessica Harbison
DATE: October 25, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the next available edition:

Morning News Writer

WXIN-TV Fox 59 is looking for a full-time News Writer to support the Emmy-winning Fox 59 Morning News. Prior broadcast newsroom experience required. Effective writing skills essential. Must possess good communication and organizational skills. College degree in related field and familiarity with SNG/ENG operations desired. Successful candidate will work a sunrise shift and some holidays. Send resume, cover letter stating position desired and referral source to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Overnight Assignment Editor

WXIN Fox 59, a Tribune Broadcasting Station, seeks talented person to run our overnight news assignment desk. College degree in journalism or related field preferred. At least 3 years experience on assignment desk or another capacity in a broadcast or print news environment desired. Excellent journalistic background, organizational skills and good communication skills required. Must be able to perform duties and make decisions under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE.

Please send the invoice to the attention of Greta Fischer, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. If you have any questions, please contact me at 317/715-6229. Thank you!

Harbison, Jessica

From: Fischer, Greta

Sent: Thursday, October 25, 2007 8:41 AM

To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University

Cc: Harbison, Jessica

Subject: FOX59/CW4 JOB POSTINGS

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 have full-time openings available for an **Accounting Associate** in our **Finance Department**, **Promotion Producer** in our **Creative Services Department**, and a **Morning News Writer** in our **News Department**. The job postings are enclosed. We seek your help in referring qualified applicants for these positions.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

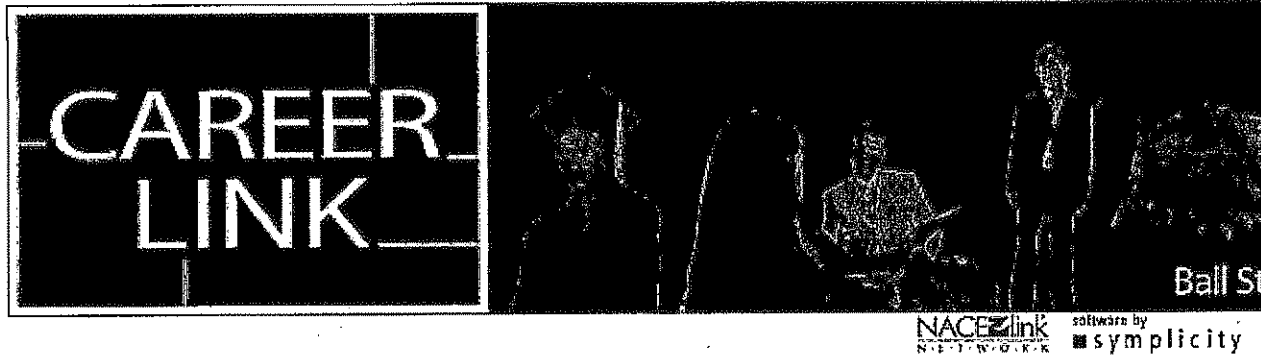
To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

10/25/2007



Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Promotion Producer

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Promotion Producer

Number of Openings: 1

Description: Coordinates recording of satellite feed involving topical or daily specific promotion materials from network and syndicated suppliers. Screens promotion announcements for air quality and selects those to be tagged. Works with the design department to develop specific graphics to be used in tagging pre-produced promotion announcements. Writes script and selects accompaniments such as music, sound effects, and graphics from both internal and external sources when necessary to adapt existing promotion announcements. Supervises finished production of "tagged" spots adding the necessary day, time and station identification. Schedules technical personnel and facilities, and directs the merging of all pre-selected elements into a finished product suitable for air. Makes final preparations with the engineering department for transfer of finished and approved elements to the appropriate videotape or other media as necessary for air. Collects appropriate information and video elements from Sales for use in production of Sales promotions. Writes, schedules and records announcer, supervises production and delivers finished topical materials for air as scheduled by the Promotion Marketing Coordinator. Writes script and produces station PSA's as assigned by Community Affairs Manager Participates in development of concepts and ideas for other marketing and advertising campaigns. Other duties as assigned by supervisor.

Location:

Location

City
Indianapolis

State
Indiana

Country
United States

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Oct 24, 2007

Applications Accepted Until:
Nov 07, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna



Salary Level: 0

Job Function: Advertising, Communications - Broadcasting

Qualification: Undergraduate degree in advertising, broadcasting or communications, or equivalent related experience. Minimum of 1-year experience or internship in local television, preferably in the promotion department. Creative writing skills necessary and experience in video production required. Requires good creative talent and marketing judgment; must manage limited resources and personnel time to produce announcements which attract and hold significant audience segments successfully.

Send resume with a cover letter stating position desired and referral source, plus a non-returnable VHS or DVD with samples of your latest work to: Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.



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Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 800.342.6276 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Promotion Producer posted: Oct 24 2007

Start Date: Immediately
Emp Type: Full-Time
Location: Indianapolis, IN

Station Information: WXIN/WTTV
 6910 Network Place
 Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:
 Undergraduate degree in advertising, broadcasting or communications, or equivalent related experience. Minimum of 1-year experience or internship in local television, preferably in the promotion department. Creative writing skills necessary and experience in video production required. Requires good creative talent and marketing judgment; must manage limited resources and personnel time to produce announcements which attract and hold significant audience segments successfully.

Job Description:
 Coordinates recording of satellite feed involving topical or daily specific promotion materials from network and syndicated suppliers. Screens promotion announcements for air quality and selects those to be tagged. Works with the design department to develop specific graphics to be used in tagging pre-produced promotion announcements. Writes script and selects accompaniments such as music, sound effects, and graphics from both internal and external sources when necessary to adapt existing promotion announcements. Supervises finished production of "tagged" spots adding the necessary day, time and station identification. Schedules technical personnel and facilities, and directs the merging of all pre-selected elements into a finished product suitable for air. Makes final preparations with the engineering department for transfer of finished and approved elements to the appropriate videotape or other media as necessary for air. Collects appropriate information and video elements from Sales for use in production of Sales promotions. Writes, schedules and records announcer, supervises production and delivers finished topical materials for air as scheduled by the Promotion Marketing Coordinator. Writes script and produces station PSA's as assigned by Community Affairs Manager Participates in development of concepts and ideas for other marketing and advertising campaigns. Other duties as assigned by supervisor.

Send resume with a cover letter stating position desired and referral source, plus a non-returnable VHS or DVD with samples of your latest work to: Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EOE

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WXIN-FOX 59/WTTV-CW 4

Function Public Relations, Marketing, Not Specified, Other, Creative / Design
Job Location Indiana-Indianapolis
Job Level Full-time (Experienced)
Job Title Promotion Producer
Job Description Undergraduate degree in advertising, broadcasting or communications, or equivalent related experience. Minimum of 1-year experience or internship in local television, preferably in the promotion department. Creative writing skills necessary and experience in video production required. Requires good creative talent and marketing judgment; must manage limited resources and personnel time to produce announcements which attract and hold significant audience segments successfully.

Coordinates recording of satellite feed involving topical or daily specific promotion materials from network and syndicated suppliers. Screens promotion announcements for air quality and selects those to be tagged. Works with the design department to develop specific graphics to be used in tagging pre-produced promotion announcements. Writes script and selects accompaniments such as music, sound effects, and graphics from both internal and external sources when necessary to adapt existing promotion announcements. Supervises finished production of "tagged" spots adding the necessary day, time and station identification. Schedules technical personnel and facilities, and directs the merging of all pre-selected elements into a finished product suitable for air. Makes final preparations with the engineering department for transfer of finished and approved elements to the appropriate videotape or other media as necessary for air. Collects appropriate information and video elements from Sales for use in production of Sales promotions. Writes, schedules and records announcer, supervises production and delivers finished topical materials for air as scheduled by the Promotion Marketing Coordinator. Writes script and produces station PSA's as assigned by Community Affairs Manager Participates in development of concepts and ideas for other marketing and advertising campaigns. Other duties as assigned by supervisor.

Send resume with a cover letter stating position desired and referral source, plus a non-returnable VHS or DVD with samples of your latest work to: Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
Address : 6910 Network Place
 Indianapolis IN 46278 US

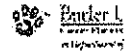
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Job Details

Job Title:
Promotion Producer

Opportunity Type:
Job

Description:
Undergraduate degree in advertising, broadcasting or communications, or equivalent related experience. Minimum of 1-year experience or internship in local television, preferably in the promotion department. Creative writing skills necessary and experience in video production required. Requires good creative talent and marketing judgment; must manage limited resources and personnel time to produce announcements which attract and hold significant audience segments successfully.

Coordinates recording of satellite feed involving topical or daily specific promotion materials from network and syndicated suppliers. Screens promotion announcements for air quality and selects those to be tagged. Works with the design department to develop specific graphics to be used in tagging pre-produced promotion announcements. Writes script and selects accompaniments such as music, sound effects, and graphics from both internal and external sources when necessary to adapt existing promotion announcements. Supervises finished production of "tagged" spots adding the necessary day, time and station identification. Schedules technical personnel and facilities, and directs the merging of all pre-selected elements into a finished product suitable for air. Makes final preparations with the engineering department for transfer of finished and approved elements to the appropriate videotape or other media as necessary for air. Collects appropriate information and video elements from Sales for use in production of Sales promotions. Writes, schedules and records announcer, supervises production and delivers finished topical materials for air as scheduled by the Promotion Marketing Coordinator. Writes script and produces station PSA's as assigned by Community Affairs Manager Participates in development of concepts and ideas for other marketing and advertising campaigns. Other duties as assigned by supervisor.

Send resume with a cover letter stating position desired and referral source, plus a non-returnable VHS or DVD with samples of your latest work to: Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:

Interview Schedules

This job will not have an interview schedule attached.

Modification History

Last Modified: 10/24/07
By Greta Fischer (WXIN Fox 59)

Created: 10/24/07
By Greta Fischer (WXIN Fox 59)

Broadcasting, Creative/Design/Multimedia, Film Production, Other, Public Relations

Period Of Employment:
Other

Cover Letter Required:
Yes

Other Requested Materials:
Send resume with a cover letter stating position desired and referral source, plus a non-returnable VHS or DVD with samples of your latest work to: Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Communications, Marketing, Telecommunication Arts

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.

[Edit](#)



TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Jessica Harbison
DATE: October 24, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the next available edition:

Promotion Producer

Broadcasting partners FOX59 and CW4 seeks **Promotion Producer** responsible for tagging network and syndicated supplied promotional announcements, sales on-air promotional materials, station PSA's and other promotional product. Successful candidate will demonstrate skills in creative writing and video production. Applicants must have at least one year local TV experience, preferably in promotion. A degree in advertising, broadcasting, communications or related area of study preferred. Send resume with a cover letter stating position desired and referral source, plus a non-returnable VHS or DVD with samples of your latest work to: Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Accounting Associate

Broadcasting partners Fox 59 and CW4 seek an **Accounting Associate** to prepare revenue reports and reconcile program logs. Position will also support credit manager by processing weekly billing, auditing daily cash deposits and handling billing discrepancies in addition to other accounting and general administrative responsibilities. High school diploma and at least two years experience in an accounting role required. Knowledge of Excel, computer literacy and good written and verbal communication skills a must. We offer a superior benefit package and a team-oriented atmosphere. Send resume with a cover letter stating position desired and referral source to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. No phone calls please. EOE.

Please send the invoice to the attention of Greta Fischer, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. If you have any questions, please contact me at 317/715-6229. Thank you!

POSITION AVAILABLE

FOX 59
open 1/9/08

Date Submitted 09/26/07
Department Sales
Position Business Development Account Executive
Date Available Immediately

Job Description: Develop new business partnerships for station. Maintain relationships and service new advertisers to continue / increase their spending. Sell and execute internet and digital projects and packages. Compile and present comprehensive and creative sales presentations. Act as media specialist for clients. Complete requested reports in a thorough and timely manner. Thorough understanding of the station's programming and competitive advantages. Represent the station in a professional manner in all matters. Deliver budgeted revenue goals as established by sales management. Other duties as assigned.

Qualifications Necessary: Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field. Sales experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations. Strong knowledge of NSI and all television sales research tools. Strong verbal/written communication and computer skills. Presentation skills. Ability to communicate well with various types of businesses and decision makers. Valid driver's license and good driving record.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision

Application Deadline: 10/10/07

Ad Copy (exactly as you wish it to read): WXIN FOX59 and WTTV CW4 seek a Business Development Account Executive with experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations. Knowledge of NSI and television sales research tools a plus. Exceptional presentation and communication skills required. Valid driver's license and good driving record required. Send resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Station web sites, Tribune company-wide posting, Spots 'N' Dots, Medialine, Indianapolis Recorder, university and minority contact list

November 9, 2007. Visit our website (www.cicf.org) for more information.

Apply via e-mail at: jobs@cicf.org, or by mail:
Human Resources Manager, Central Indiana
Community Foundation,
615 N. Alabama Street, Suite 119,
Indianapolis, IN 46204.
No phone calls please. EOE

Promotion Producer

Broadcasting partners FOX59 and CW4 seeks Promotion Producer responsible for tagging network and syndicated supplied promotional announcements, sales on-air promotional materials, station PSA's and other promotional product.

Successful candidates will demonstrate skills in creative writing and video production. Applicants must have at least one year local TV experience, preferably in promotion. A degree in advertising, broadcasting, communications or related area of study preferred. Send resume with a cover letter stating position desired and referral source, plus a non-returnable VHS or DVD with samples

of your latest work to:

Human Resources,
WXIN/WTTV,
6910 Network Place,
Indianapolis, IN 46278.
EOE



POSITION AVAILABLE

Date Submitted	09/26/07
Department	Sales
Position	Business Development Account Executive
Date Available	Immediately

Job Description: Develop new business partnerships for station. Maintain relationships and service new advertisers to continue / increase their spending. Sell and execute internet and digital projects and packages. Compile and present comprehensive and creative sales presentations. Act as media specialist for clients. Complete requested reports in a thorough and timely manner. Thorough understanding of the station's programming and competitive advantages. Represent the station in a professional manner in all matters. Deliver budgeted revenue goals as established by sales management. Other duties as assigned.

Qualifications Necessary: Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field. Sales experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations. Strong knowledge of NSI and all television sales research tools. Strong verbal/written communication and computer skills. Presentation skills. Ability to communicate well with various types of businesses and decision makers. Valid driver's license and good driving record.

Other Information: Job offer contingent upon favorable results of substance abuse testing and background investigation

Application Deadline: 10/10/07

Ad Copy: WXIN FOX59 and WTTV CW4 seek a Business Development Account Executive with experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations. Knowledge of NSI and television sales research tools a plus. Exceptional presentation and communication skills required. Valid driver's license and good driving record required. Send resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

WXIN/WTTV-TV POSITION DESCRIPTION

POSITION: Account Executive, Business Development

DATE: 10/01/07

DEPARTMENT: Sales

REPORTS TO: Mgr, Local Sales

ROLE Prospect and close new television advertisers.

RESPONSIBILITIES

- Develop new business partnerships for station
- Maintain relationships and service new advertisers to continue / increase their spending
- Sell and execute internet and digital projects and packages
- Compile and present comprehensive and creative sales presentations
- Act as media specialist for clients
- Complete requested reports in a thorough and timely manner
- Thorough understanding of the station's programming and competitive advantages.
- Represent the station in a professional manner in all matters
- Deliver budgeted revenue goals as established by sales management
- Other duties as assigned by supervisor

REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field
- Sales experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations.
- Strong knowledge of NSI and all television sales research tools
- Strong oral, written, and computer skills
- Presentation skills
- Ability to communicate well with various types of businesses and decision makers
- Valid driver's license and good driving record

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

No supervisory responsibilities

Annual targets assigned for recurring, new business, and sports sales

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

WXIN/WTTV-TV POSITION DESCRIPTION

POSITION: Account Executive, Business Development

DATE: 10/01/07

DEPARTMENT: Sales

REPORTS TO: Mgr, Local Sales

ROLE Prospect and close new television advertisers.

RESPONSIBILITIES

- Develop new business partnerships for station
- Maintain relationships and service new advertisers to continue / increase their spending
- Sell and execute internet and digital projects and packages
- Compile and present comprehensive and creative sales presentations
- Act as media specialist for clients
- Complete requested reports in a thorough and timely manner
- Thorough understanding of the station's programming and competitive advantages
- Represent the station in a professional manner in all matters
- Deliver budgeted revenue goals as established by sales management
- Other duties as assigned by supervisor

REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field
- Sales experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations.
- Strong knowledge of NSI and all television sales research tools
- Strong oral, written, and computer skills
- Presentation skills
- Ability to communicate well with various types of businesses and decision makers
- Valid driver's license and good driving record

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

No supervisory responsibilities




Annual targets assigned for recurring, new business, and sports sales

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

Attachments can contain viruses that may harm your computer. Attachments may not display correctly.

Harbison, Jessica

From: Fischer, Greta **Sent:** Thu 9/27/2007 10:32 AM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; NATAS, Cleveland Chapter; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Harbison, Jessica; O'Sullivan, Dan
Subject: FOX59/CW 4 JOB POSTINGS
Attachments:  [Producer AM2.doc\(110KB\)](#)  [photographer.sng2.DOC\(112KB\)](#)  [account executive new business2.doc\(110KB\)](#)

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has full-time openings available for a **Morning News Producer** and **Photographer** in our **News Department** as well as **Business Development Account Executives** in our **Sales Department**. The job postings are enclosed. We seek your help in referring qualified applicants for these positions.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

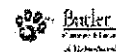
Greta Fischer
(317) 632.5900
gfischer@tribune.com



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Job Details

Job Title:

Business Development Account Executive

Opportunity Type:

Job

Description:

Develop new business partnerships for station. Maintain relationships and service new advertisers to continue / increase their spending. Sell and execute internet and digital projects and packages. Compile and present comprehensive and creative sales presentations. Act as media specialist for clients. Complete requested reports in a thorough and timely manner. Thorough understanding of the station's programming and competitive advantages. Represent the station in a professional manner in all matters. Deliver budgeted revenue goals as established by sales management. Other duties as assigned.

Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field. Sales experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations. Strong knowledge of NSI and all television sales research tools. Strong verbal/written communication and computer skills. Presentation skills. Ability to communicate well with various types of businesses and decision makers. Valid driver's license and good driving record.

Send resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):

Indianapolis, IN

Compensation Type:

Paid

Job Status:

Full-Time

Job Function:

Broadcasting, Marketing, Sales

Period Of Employment:

Not Specified

Cover Letter Required:

Yes

Other Requested Materials:

Interview Schedules
This job will not have an inter schedule attached.
Modification History
Last Modified: 9/26/07 By Greta Fischer (WXIN Fox 59)
Created: 9/26/07 By Greta Fischer (WXIN Fox 59)

Send resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Business Administration, Marketing

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.





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WXIN-FOX 59/W

Function	Sales, Marketing, Business Development
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	Business Development Account Executive
Job Description	<p>Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or relate experience and proven success in newspaper, yel radio, outdoor, cable, internet or other B-to-B sal regular prospecting, cold-calling and face present knowledge of NSI and all television sales research verbal/written communication and computer skills skills. Ability to communicate well with various ty businesses and decision makers. Valid driver's lic driving record.</p> <p>Develop new business partnerships for station. M relationships and service new advertisers to conti their spending. Sell and execute internet and dig packages. Compile and present comprehensive a sales presentations. Act as media specialist for cl Complete requested reports in a thorough and tin Thorough understanding of the station's programi competitive advantages. Represent the station ir manner in all matters. Deliver budgeted revenue established by sales management. Other duties :</p> <p>Send resume with cover letter stating position de referral source to: Human Resources, WXIN-TV, 6 Place, Indianapolis, IN 46278. EOE.</p>

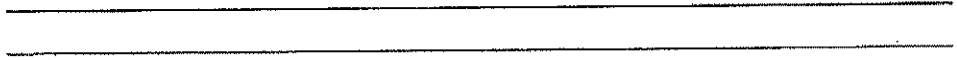
Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
 Address : 6910 Network Place
 Indianapolis IN 46278 US


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- Publications
- Student Page
- Used Broadcast Equipment

Address:
 3003 E. 98th St., Ste. 301
 Indianapolis, IN 46280

Phone Numbers:
 800.542.6276 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

« [Back to Job Listings](#)

Business Development Account Executive posted: Sep 26 2007

Start Date: Immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
 6910 Network Place
 Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field. Sales experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations. Strong knowledge of NSI and all television sales research tools. Strong verbal/written communication and computer skills. Presentation skills. Ability to communicate well with various types of businesses and decision makers. Valid driver's license and good driving record.

Job Description:

Develop new business partnerships for station. Maintain relationships and service new advertisers to continue / increase their spending. Sell and execute internet and digital projects and packages. Compile and present comprehensive and creative sales presentations. Act as media specialist for clients. Complete requested reports in a thorough and timely manner. Thorough understanding of the station's programming and competitive advantages. Represent the station in a professional manner in all matters. Deliver budgeted revenue goals as established by sales management. Other duties as assigned.

Send resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

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Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Business Development Account Executive

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Business Development Account Executive

Number of Openings: 2

Description: Develop new business partnerships for station. Maintain relationships and service new advertisers to continue / increase their spending. Sell and execute internet and digital projects and packages. Compile and present comprehensive and creative sales presentations. Act as media specialist for clients. Complete requested reports in a thorough and timely manner. Thorough understanding of the station's programming and competitive advantages. Represent the station in a professional manner in all matters. Deliver budgeted revenue goals as established by sales management. Other duties as assigned.

Location:

Location
City Indianapolis
State Indiana
Country United States

Position Type: Professional Employment

Desired Major(s): Miller College of Business, College of Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Communications - Broadcasting, Sales

Qualification: Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field.

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Sep 26, 2007

Applications Accepted Until:
Oct 10, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (If you have more than one in your documents section). Then click Submit.

Sales experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations. Strong knowledge of NSI and all television sales research tools. Strong verbal/written communication and computer skills. Presentation skills. Ability to communicate well with various types of businesses and decision makers. Valid driver's license and good driving record.

Send resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

POSITION AVAILABLE

Date Submitted	10/23/07
Department	Finance
Position	Accounting Associate
Date Available	Immediately

Job Description: Reconciliation of program logs using a computerized system. Preparation of revenue report by input of information into an EXCEL spreadsheet. Assist in the processing of weekly billing, which includes the printing of invoices, match up and processing of scripts to invoices, and preparing the invoices for mailing. Credit application processing by telephone and e-mail verification of references. Administer the P-Card process including confirming the proper reconciliation of receipts. Cross train on A/P and A/R computer systems and procedures so as to provide coverage during vacations and sickness. Occasional front desk/receptionist desk relief. Special projects and other duties as assigned by supervisor.

Qualifications Necessary: High School Diploma. At least 2 years accounting experience. Excel. Computer Literacy. Written and verbal communication skills.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision for computer entry

Other Information: **Job offer contingent upon favorable results of substance abuse testing and background investigation**

Application Deadline: 11/13/07

Ad Copy (exactly as you wish it to read): Broadcasting partners Fox 59 and CW4 seek an **Accounting Associate** to prepare revenue reports and reconcile program logs. Position will also support credit manager by processing weekly billing, auditing daily cash deposits and handling billing discrepancies in addition to other accounting and general administrative responsibilities. High school diploma and at least two years experience in an accounting role required. Knowledge of Excel, computer literacy and good written and verbal communication skills a must. We offer a superior benefit package and a team-oriented atmosphere. Send resume with a cover letter stating position desired and referral source to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. No phone calls please. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Indianapolis Recorder, Indianapolis Star

WXIN/WTTV POSITION DESCRIPTION

POSITION: Associate, Accounting

DATE: October 23, 2007

DEPARTMENT: Accounting/G & A

REPORTS TO: Controller

ROLE: Log reconciliation, revenue processing, P-Card administration.

RESPONSIBILITIES

- Post and reconcile daily on-air logs in the traffic system
- Prepare daily revenue pacing reports
- Assist processing of weekly billing, which includes the printing of invoices, match up and processing of scripts to invoices, and preparing the invoices for mailing.
- Assist credit manager with cash application and credit check functions
- Administer the P-Card process including confirming proper reconciliation of receipts
- Manage issuance of American Express credit cards and Extensity system training
- Weekly front desk/receptionist relief
- Other duties as assigned by supervisor, department heads and VP/General Manager

REQUIREMENTS/QUALIFICATIONS

- High school diploma with some college accounting
- 1-2 years accounting experience
- Knowledge of computer-based accounting systems
- Experience working in a Windows P.C. environment including spreadsheet and word processing
- Organized and detail oriented.

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

Harbison, Jessica

From: Fischer, Greta

Sent: Thursday, October 25, 2007 8:41 AM

To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University

Cc: Harbison, Jessica

Subject: FOX59/CW4 JOB POSTINGS

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 have full-time openings available for an **Accounting Associate** in our **Finance Department**, **Promotion Producer** in our **Creative Services Department**, and a **Morning News Writer** in our **News Department**. The job postings are enclosed. We seek your help in referring qualified applicants for these positions.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

10/25/2007



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 NETWORKS ■ simplicity

Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Accounting Associate

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Accounting Associate

Number of Openings: 1

Description: Reconciliation of program logs using a computerized system. Preparation of revenue report by input of information into an EXCEL spreadsheet. Assist in the processing of weekly billing, which includes the printing of invoices, match up and processing of scripts to invoices, and preparing the invoices for mailing. Credit application processing by telephone and e-mail verification of references. Administer the P-Card process including confirming the proper reconciliation of receipts. Cross train on A/P and A/R computer systems and procedures so as to provide coverage during vacations and sickness. Occasional front desk/receptionist desk relief. Special projects and other duties as assigned by supervisor.

Location:

Location
 City
 Indianapolis
State
 Indiana
Country
 United States

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
 Oct 24, 2007

Applications Accepted Until:
 Nov 06, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Position Type: Professional Employment

Desired Major(s): Miller College of Business/Accounting

Salary Level: 0

Job Function: Accounting

Qualification: High School Diploma. At least 2 years accounting experience. Excel. Computer Literacy. Written and verbal communication skills.

Send resume with a cover letter stating position desired and referral source to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. No phone calls please. EOE.






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- Used Broadcast Equipment

Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 800.342.6276 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Accounting Associate posted: Oct 24 2007

Start Date: immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

High School Diploma. At least 2 years accounting experience. Excel. Computer Literacy. Written and verbal communication skills.

Job Description:

Reconciliation of program logs using a computerized system. Preparation of revenue report by input of information into an EXCEL spreadsheet. Assist in the processing of weekly billing, which includes the printing of invoices, match up and processing of scripts to invoices, and preparing the invoices for mailing. Credit application processing by telephone and e-mail verification of references. Administer the P-Card process including confirming the proper reconciliation of receipts. Cross train on A/P and A/R computer systems and procedures so as to provide coverage during vacations and sickness. Occasional front desk/receptionist desk relief. Special projects and other duties as assigned by supervisor.

Send resume with a cover letter stating position desired and referral source to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. No phone calls please. EOE.

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WXIN-FOX 59/WTTV-CW 4

Function Accounting/Auditing
Job Location Indiana-Indianapolis
Job Level Full-time (Experienced)
Job Title Accounting Associate
Job Description High School Diploma. At least 2 years accounting experience. Excel. Computer Literacy. Written and verbal communication skills.

Reconciliation of program logs using a computerized system. Preparation of revenue report by input of information into an EXCEL spreadsheet. Assist in the processing of weekly billing, which includes the printing of invoices, match up and processing of scripts to invoices, and preparing the invoices for mailing. Credit application processing by telephone and e-mail verification of references. Administer the P-Card process including confirming the proper reconciliation of receipts. Cross train on A/P and A/R computer systems and procedures so as to provide coverage during vacations and sickness. Occasional front desk/receptionist desk relief. Special projects and other duties as assigned by supervisor.

Send resume with a cover letter stating position desired and referral source to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. No phone calls please. EOE.

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
 Address : 6910 Network Place
 Indianapolis IN 46278 US



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Job Details

Job Title:
Accounting Associate

Opportunity Type:
Job

Description:
High School Diploma. At least 2 years accounting experience. Excel. Computer Literacy. Written and verbal communication skills.

Reconciliation of program logs using a computerized system. Preparation of revenue report by input of information into an EXCEL spreadsheet. Assist in the processing of weekly billing, which includes the printing of invoices, match up and processing of scripts to invoices, and preparing the invoices for mailing. Credit application processing by telephone and e-mail verification of references. Administer the P-Card process including confirming the proper reconciliation of receipts. Cross train on A/P and A/R computer systems and procedures so as to provide coverage during vacations and sickness. Occasional front desk/receptionist desk relief. Special projects and other duties as assigned by supervisor.

Send resume with a cover letter stating position desired and referral source to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. No phone calls please. EOE.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Accounting/Auditing

Period Of Employment:
Other

Cover Letter Required:
Yes

Other Requested Materials:
Send resume with a cover letter stating position desired and referral source to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. No phone calls please. EOE.

Interview Schedules
This job will not have an interview schedule attached.
Modification History
Last Modified: 10/24/07 By Greta Fischer (WXIN Fox 59)
Created: 10/24/07 By Greta Fischer (WXIN Fox 59)

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:

Bachelors

Major/Concentration:

Accounting, Finance

Student Status:

Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?

Yes

How do you want to receive applications?

Email each application as it is submitted.

Edit

WXIN, 6910 Network Place,
Indianapolis, IN 46278.
EOE.

Accounting Associate

Broadcasting partners Fox 59 and CW4 seek an Accounting Associate to prepare revenue reports and reconcile program logs. Position will also support credit manager by processing weekly billing, auditing daily cash deposits and handling billing discrepancies in addition to other accounting and general administrative responsibilities. High school diploma and at least two years experience in accounting role required. Knowledge of Excel, computer literacy and good written and verbal communication skills a must. We offer a superior benefit package and a team oriented atmosphere. Send resume with a cover letter stating position desired and referral source to:
Human Resources, WXIN/WTTV,
6910 Network Place,
Indianapolis, IN 46278.
No phone calls please.

Blankenship,
Estate Docket
2-0710-EU-043430
is hereby given that
Blankenship, was
The 10th day of Octo-
Defent appointed Per-
and who representative of the
Blankenship,
You have who died on the
of June, 2007. All
Court having claims against
The file, whether or not
suit must file the claim
of the clerk of this
Court in three (3) months
date of the first
Fere Estab date of this notice,
Com des nine (9) months
Com decedent's death,
is earlier, or the
PAR will be forever barred.
THE White Clerk
OF 11/2/07
17 11/9/07
MAF
ANE
DES

NOTICE OF
ADMINISTRATION
BE on Superior Court
TH Division
STP matter of
NO estate of
ANI Marie Harrod,
WE

HA Estate Docket
TE 0710-EU-043224
TH hereby given that
ST Lee Harrod, was
NO 1th day of Octo-
SA appointed Per-
TH representative of the
LE
81 Marie Harrod,
AN who died on Sep-
WI 2007. All persons
TH claims against this
either or not now
file the claim in the
86 clerk of this court
ST three (3) months
FR date of the first
M of this notice,
nine (9) months