

## Job Listing Preview



### **WXIN (FOX) Indianapolis, IN**

**Position** Master Control Operator  
**Reference #** Will be assigned when submission is completed ...  
**Type** Television  
**Full / Part** Full Time - Regular  
**Experience** 2 Years Required  
**Posted** 9/22/2008  
**Closes** 10/17/2008  
**Time Left** 25 Days  
**DMA** #25  
**Found In** Production - Master Control Operators



### Master Control Operator

Tribune Broadcasting seeks full-time Master Control Operators to work in our Indianapolis Regional Operating Center. Two years in broadcast Master Control required. Previous exposure to Louth automation and operation of satellite dishes/receivers a plus. Telecommunications degree or equivalent experience desired. Must be able to work independently during variable hours, including overnights, holidays and weekends. Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Receptionist/ HR Assistant  
 WXIN  
 6910 Network Place  
 Indianapolis, IN 46278



### Supplemental Information

**Salary Type**  
**Salary Range**  
**Starting Salary / Year**  
**Starting Salary / Hour**  
**Job Type** Full Time - Regular  
**Hours**  
**Workweek**  
**Scheduled on Holidays**  
**Start Date**  
**Probation Period**  
**Benefits**  
**Benefit Premium**  
**401K Plan**  
**Vacation**  
**Paid Sick Leave**  
**Phone Calls**  
**Agent Phone Calls**  
**Résumé**  
**Cover Letter**  
**References**  
**Salary History**  
**Tape / Reel**  
**Tape Format**  
**Tape Return**  
**Director's Track**  
**FAX Résumé** No  
**TVJobs.com E-Résumé** Yes

When responding to this job ad, please mention you saw it listed at TVJobs.com

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 Send Resume

Annual E-Résumé subscription or DigitalTalent résumé required.

[ [View other WXIN job listings](#) ]



- Degree Required
- Contract Required
- Contract Length
- Special Requirements
- Driver's License
- Insurance
- Good Driving Record
- Heavy Lifting

- Previous Applicants
- Local Apartment Rental
- Moving Expenses

- Union Position
- Union Contract Expires

- Confirmation Letter
- Rejection Letter
- Feedback

- Drug Screen
- Proof of Eligibility to work in U.S. Required

- Equal Opportunity Employment Yes
- EOE Data Form Yes
- Application Form No

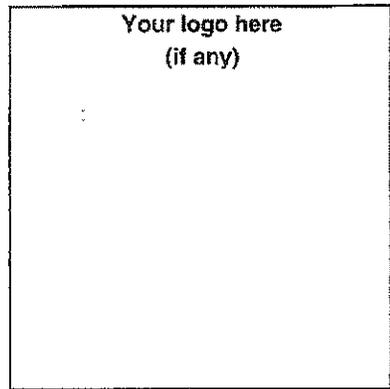
Close

## Master Control Operator

Posted Sep 22

Fox 59/ Indiana's 4 , Indianapolis , IN

Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.



College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in a Master Control required. Computer knowledge and/or automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with server playback and recording and Beta SP/SX preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.

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



The South Bend Tribune  
225 West Colfax Avenue  
South Bend, Indiana 46626

05/18/08

WXIN-TV  
6910 NETWORK PLACE  
INDIANAPOLIS, IN 46278

**Please find enclosed the tearsheets you've requested.**

**Tear Sheets Requested:** 1  
2030 Administration/Professional

**Class Code / Name:**  
**Ad Type:**

Liner

**Run Dates:** 05/18/08- 05/18/08 TRIB  
Tribune Broadcasting seeks a fulltime Ma

**First Text:**

**Ad Number:** 4134293

**Purchase Order:**

NOTE: This is not an invoice.

**2030**  
**ADMINISTRATION/**  
**PROFESSIONAL**

**NEW TODAY**  
**HR and IS/MS**  
 574-235-5901

**Human Resources**  
**Director/Consultant**  
 one of the Midwest's leading social media consulting firms with dual current search for a Human Resources Director/Consultant. Our South Bend location offers a competitive salary and benefits package. Responsibilities include: recruiting, training, and developing staff to work with clients in the field; managing the HR department; and providing HR services to various departments. Other responsibilities include: managing HRIS systems; and providing HR services to various departments. HR issues such as terminations, disciplinary actions, or accommodations for employees with disabilities. The ideal candidate will have a BS in HR or a related field and 5+ years of experience in a similar position. The successful candidate will be responsible for managing the HR department and providing HR services to various departments. All candidates must be able to communicate effectively with internal and external clients. Being detail oriented and a team player is a must. If you are interested in this position, please send your resume and cover letter to: [hr@midwesthr.com](mailto:hr@midwesthr.com). All resumes will be reviewed and no phone calls will be made. Only resumes that are complete and clearly state your qualifications will be considered. No agencies please.

**2030**  
**ADMINISTRATION/**  
**PROFESSIONAL**

**IMMEDIATE OPENING!!!**

Full-time Executive Assistant position for a busy executive. The successful candidate will be responsible for managing the executive's calendar, travel arrangements, and other administrative tasks. The ideal candidate will have a BS in Business Administration or a related field and 5+ years of experience in a similar position. The successful candidate will be responsible for managing the executive's calendar, travel arrangements, and other administrative tasks. All candidates must be able to communicate effectively with internal and external clients. Being detail oriented and a team player is a must. If you are interested in this position, please send your resume and cover letter to: [hr@midwesthr.com](mailto:hr@midwesthr.com). All resumes will be reviewed and no phone calls will be made. Only resumes that are complete and clearly state your qualifications will be considered. No agencies please.

**2030**  
**ADMINISTRATION/**  
**PROFESSIONAL**

**NEW TODAY**

Production Control Operator for a leading manufacturer. The successful candidate will be responsible for operating the production control system and ensuring that production runs smoothly. The ideal candidate will have a BS in Industrial Engineering or a related field and 5+ years of experience in a similar position. The successful candidate will be responsible for operating the production control system and ensuring that production runs smoothly. All candidates must be able to communicate effectively with internal and external clients. Being detail oriented and a team player is a must. If you are interested in this position, please send your resume and cover letter to: [hr@midwesthr.com](mailto:hr@midwesthr.com). All resumes will be reviewed and no phone calls will be made. Only resumes that are complete and clearly state your qualifications will be considered. No agencies please.

**2030**  
**ADMINISTRATION/**  
**PROFESSIONAL**

**NEW TODAY**

NOVA Federal Credit Union is accepting applications for the following positions at a new location in Grand Rapids:  
**Branch Manager**  
 Strong background in lending and sales with supervisory experience.  
**Member Service Officer**  
 Strong background in lending and sales, customer service experience.  
**Teller Supervisor**  
 Excellent communication skills and computer literacy required. Previous cash handling experience essential.  
**Full & Part Time Tellers**  
 Excellent communication skills and computer literacy required. Previous cash handling experience essential.  
 Competitive wage and excellent benefits. Non-smoking work environment. Send resume to: [hr@nova.com](mailto:hr@nova.com), 385 S. Main St., Grand Rapids, MI 49503. EOE M/F/D/V.

**2050**  
**RESTAURANTS/**  
**FOOD SERVICE**

**NEW TODAY**

**Bar/Event Service**  
 Prior experience needed for evening, weekend and holiday events. \$8.75 per hour.  
**Wood Laminate Stain**  
 2301 N. Bendix  
 South Bend, IN 46601  
 Phone: 574-234-6700  
 Fax: 574-234-6707  
 Dawnbowyer, Elkhart  
 Contact for  
 General  
 M  
 Gail 574-238-018  
 Note information.

**2030**  
**ADMINISTRATION/**  
**PROFESSIONAL**

**LEASING CONSULTANT**

Position with new, luxury apartment community. General office community preferred but will train right self-motivated individual who enjoys working with the public. Weekends and evenings available. Competitive wage to Autumn Lake Apartments, 3371 at the Falls. EOE M/F/D/V.

**2030**  
**ADMINISTRATION/**  
**PROFESSIONAL**

**ACCOUNT EXECUTIVE**

By 2008 looking for a creative, energetic, and motivated individual to join our business development team. The successful candidate will be responsible for identifying and securing new business opportunities. The ideal candidate will have a BS in Business Administration or a related field and 5+ years of experience in a similar position. The successful candidate will be responsible for identifying and securing new business opportunities. All candidates must be able to communicate effectively with internal and external clients. Being detail oriented and a team player is a must. If you are interested in this position, please send your resume and cover letter to: [hr@midwesthr.com](mailto:hr@midwesthr.com). All resumes will be reviewed and no phone calls will be made. Only resumes that are complete and clearly state your qualifications will be considered. No agencies please.

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**ADMINISTRATION/**  
**PROFESSIONAL**

**ACCOUNT EXECUTIVE**

**ACCOUNT EXECUTIVE**

**ACCOUNT EXECUTIVE**

**ACCOUNT EXECUTIVE**

**JIMMY I...**

## POSITION AVAILABLE

Date Submitted	02/5/08
Department	Engineering
Position	Master Control Operator
Date Available	Immediately

Job Description: Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

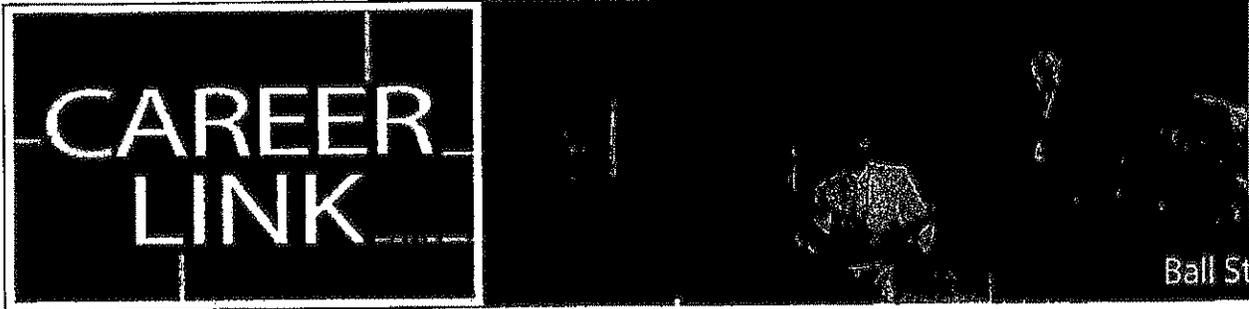
Qualifications Necessary: College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in a Master Control required. Computer knowledge and/or automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with server playback and recording and Beta SP/SX preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VVX/Pathfire) preferred.

List any Physical Requirements or Restrictions (for major responsibilities of position):  
Manual dexterity for computer operation. Sight and hearing for on-air monitoring.

Application Deadline: 02/20/08

Ad Copy (exactly as you wish it to read): Tribune Broadcasting seeks full-time Master Control Operators to work in our Indianapolis Regional Operating Center. Two years in a broadcast control room and/or live production experience required. Previous exposure to Louth automation and operation of satellite dishes/receivers a plus. Telecommunications degree or equivalent experience desired. Must be able to work independently during variable hours, including overnights, holidays and weekends. Rush resume with a cover letter stating referral source and salary requirements 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): Regional newspapers (South Bend, Champaign, Dayton), Indianapolis Recorder, TVJobs.com, university/minority contact listing, Inside Track, Medialine



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

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job postings

NACElink software by  
NETWORK simplicity

## Master Control Operator

### Position Information

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

**Division:** WXIN/WTTV, Fox 59 & CW4

**Title:** Master Control Operator

**Number of Openings:** 1

**Description:** Broadcasting partners WXIN and WTTV seek full-time Master Control Operators. At least 2 years experience in a broadcast control room and/or live production preferred. Telecommunications degree or equivalent experience desired. Must be able to work independently during variable hours, including overnights, holidays and weekends. Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned. We offer an exceptional benefit package. Mail resume along with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

**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

### Application Status

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

### Important Dates

**Posted On:**  
Feb 06, 2008

**Applications Accepted Until:**  
Feb 20, 2008

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.

**Job Function: Communications - Broadcasting**

**Qualification:** College degree in Telecommunications or equivalent experience preferred. At least 2 years in experience in a broadcast control room and/or live production experience preferred. Computer knowledge and/or automation systems preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SS/DVC Pro formats preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.






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

**Phone Numbers:**  
 317.573.6276 (Indiana Only)  
 317.573.0119 (Direct line)  
 317.573.0896 (Fax)

**Email:**  
 INDBA@aol.com

**Opportunities/Employment**

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**Master Control Operator** posted: Feb 06 2008

**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 Telecommunications or equivalent experience preferred. At least 2 years experience in a Master Control required. Computer knowledge and/or automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with server playback and recording and Beta SP/SX preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.

**Job Description:**

Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

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

EOE

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## WXIN-FOX 59/WTTV-CW 4

<b>Function</b>	Not Specified, Other
<b>Job Location</b>	Indiana-Indianapolis
<b>Job Level</b>	Full-time (Experienced)
<b>Job Title</b>	Master Control Operator
<b>Job Description</b>	<p>College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in a Master Control required. Computer knowledge and/or automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with server playback and recording and Beta SP/SX preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VVX/Pathfire) preferred.</p> <p>Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.</p> <p>Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.</p>

**Positions Available** 1

### Contact Information

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

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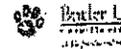
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### Job Details

**Job Title:**

Master Control Operator

**Opportunity Type:**

Job

**Description:**

College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SX formats preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.

Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

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

**Location(s):**

Indianapolis, IN; Indianapolis, IN

**Compensation Type:**

Paid

**Job Status:**

Full-Time

**Job Function:**

Broadcasting, Not Specified, Other

**Period Of Employment:**

Other

**Cover Letter Required:**

Yes

**Other Requested Materials:**

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

<b>Interview Schedules</b>
This job will not have an interview schedule attached.
<b>Modification History</b>
<b>Last Modified:</b> 2/06/08 By Greta Fischer (WXIN Fox 59)
<b>Created:</b> 2/06/08 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, 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.



**Williams, Jennifer**

---

**From:** jgwilliams@tribune.com [ENTERPRISE@TRM.BRASSRING.COM]

**Sent:** Friday, November 07, 2008 4:42 PM

**To:** Williams, Jennifer

**Subject:** A new req has been opened: (15041BR,Indiana's Marketplace Host/Producer)

**Title:** Indiana's Marketplace Host/Producer

**Req ID:** 15041BR

**Message:**

Williams, Jennifer has sent you an *eLink* to view.  
Attached please find an HTML document with a hyperlink.

Open req 15041BR Indiana's Marketplace Host/Producer

? Help

**The req 15041BR: Indiana's Marketplace Host/Producer has been opened.**

OK

**Lines, Elizabeth**

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**To:** Minority/University Contact List  
**Subject:** Re: Indiana's Marketplace Host and Producer

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV Indiana's 4 has a full-time opening available for a **Host and Producer for Indiana's Marketplace** in our **Sales 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,

Elizabeth Lines  
Fox 59 / Indiana's 4  
Receptionist/ HR Assistant  
[elines@tribune.com](mailto:elines@tribune.com)



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## Detailed Job Information


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### Job Details

**Job Title:**

Indiana's Marketplace Host and Producer

**Opportunity Type:**

Job

**Description:**

WTTV - TV is looking for a Producer and Host of the Indiana's Marketplace program. Responsible for day-to-day functions of the program including creative direction and facilitating projects from beginning to end. Responsible for producing show segments, both in-studio and on-location. This position requires the candidate to work directly with the sales dept., internet content manager & creative services. The Producer will also host & edit Indiana's Marketplace segments as well as any additional motion graphics, bumpers and promos needed for the program. Other responsibilities include writing scripts, researching client information; editing video, coordinating weekly shoot schedules, directing video shoots, operating a variety of audio/video equipment such as non-linear editors, lighting and gripping equipment, and microphones. The Producer will also be responsible for maintaining an audio-visual library, which includes equipment, tapes, stills, and video segments. Travel is required for this position as time will be split between field production and post-production. Degree in Broadcast Communications, Television Production, or related field preferred. Minimum of 2 years of video production experience and on-camera experience. Exceptional organization, verbal and written communication skills. Additional experience desired: Final Cut Studio, Photoshop, Illustrator, After Effects and Pro Tools. Submit demo tape of on-camera work with application.

**Location(s):**

Indianapolis, Indiana

**Compensation Type:**

Paid

**Job Status:**

Full-Time

**Job Function:**

Broadcasting, Production, Writing

**Period Of Employment:**

Other

**Cover Letter Required:**

Yes

**Other Requested Materials:**

Send resume and cover letter stating position desired and referral source to Human

### Interview Schedules

This job will not have an interview schedule attached.

### Modification History

**Last Modified:** 11/12/08

By Elizabeth Lines (WXIN Fox 59)

**Created:** 11/12/08

By Elizabeth Lines (WXIN Fox 59)

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 Studies

**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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- Inspection Program
- Job Bank
- Legal Services
- Legislative
- Member Radio & TV Stations
- My Member Pocket
- Publications
- Student Page
- 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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**Indiana's Marketplace Host and Producer** posted: Nov 12 2008

**Start Date:** immediately

**Emp Type:** Full-Time

**Location:** Indianapolis

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

**Contact Person:** Elizabeth Lines

**Contact Phone:** 317-632-5900

**Contact E-Mail:** [elines@tribune.com](mailto:elines@tribune.com)

**Required Skills:**

Minimum of 2 years of video production experience and on-camera experience. Exceptional organization, verbal and written communication skills. Additional experience desired: Final Cut Studio, Photoshop, Illustrator, After Effects and Pro Tools. Submit demo tape of on-camera work with application.

**Education Required:**

Minimum of 2 years of video production experience and on-camera experience. Exceptional organization, verbal and written communication skills. Additional experience desired: Final Cut Studio, Photoshop, Illustrator, After Effects and Pro Tools. Submit demo tape of on-camera work with application.

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EOE

**Instructions for Applying:**

Send resume and cover letter stating position desired and referral

source to Human Resources, WXIN, 6910 Network Place, Indianapolis,  
IN 46278. EOE

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## Viewing Job: 6352/Indiana's Marketplace Host and Producer

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### Position Information

Please review the information contained in this job posting. Click on the [Edit] link

Click the [View Activity] link above to view all activity for this job posting.

Click the [Close Job] link above to close this job.

**\*Job ID:** 6352

**\*Job Title:** Indiana's Marketplace Host and Producer

**Organization Name:** WXIN - FOX59 Indianapolis

**No of Openings:** 1

**Hours per Week:**

**\*Wage/Salary:** 0

**Employment Start Date:**

**Employment End Date:**

**Supervisor:**

**\*Job Description:** WTTV - TV is looking for a Producer and Host for day-to-day functions of the program including beginning to end. Responsible for producing all creative services. The Producer will also host all any additional motion graphics, bumpers and responsibilities include writing scripts, research weekly shoot schedules, directing video shoot such as non-linear editors, lighting and grip work also be responsible for maintaining an audio-visual stills, and video segments. Travel is required for production and post-production. Degree in Broadcast related field preferred.

**Qualifications:** Minimum of 2 years of video production experience organization, verbal and written communication skills. Studio, Photoshop, Illustrator, After Effects and with application.

**\*Application Method:** Allow online applications & be emailed as they

**Application Details:** Send resume and cover letter stating position WXIN, 6910 Network Place, Indianapolis, IN 4

On-line Application Address  :

**Contact Information**

**First Name:**

**Last Name:**

**Address Line 1:**

**Address Line 2:**

**City:**

**State:**

**Zip:**

**Country:**

**\*Phone:**

**Fax:**

**\*Email:**

**Website:**

**Posting Information**

**Job Location:**

**\*Job Function:** Production  
Writing

**Position Type:** Full-time

**Minimum GPA:**

**Work Authorization:**

**Graduation Start:**

**Graduation End:**

**Class Standing:**

**Degrees:**

**Majors:**

**Screen by Applicant Types:** No

**Screen by Minimum GPA:** No

**Screen by Work Authorization:** No

**Screen by Graduation Range:** No

**Screen by Class Standing:** No

**Screen by Degrees:** No

**Screen by Majors:** No

**\*Post Date:** 11/12/2008

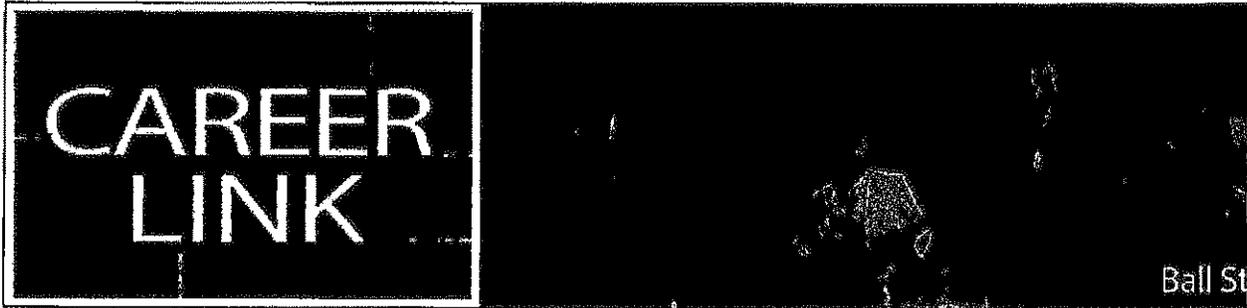
**\*Expiration Date:** 11/26/2008

**\*Show Contact Info  :** No

**\*Apply through my IU Careers  :** Yes

**Control Information**

**\*Status:** Pending



Log Out Elizabeth Lines @ FOX 59/ CW 4

 job postings

NACElink software by  
NETWORK simplicity

Please note: on-campus recruiting (OCR) positions should be entered in the on-campus recruiting (OCR) section.

**Position Information**

ID: 712293

Position Type: Professional Employment

Restrict no  
Applications:

Title: Indiana's Marketplace Host and Producer

Number of 1  
Openings:

**Description:** Job Responsible for day-to-day functions of the program including creative direction and facilitating projects from beginning to end. Responsible for producing show segments, both in-studio and on-location. This position requires the candidate to work directly with the sales dept., internet content manager & creative services. The Producer will also host & edit Indiana's Marketplace segments as well as any additional motion graphics, bumpers and promos needed for the program. Other responsibilities include writing scripts, researching client information; editing video, coordinating weekly shoot schedules, directing video shoots, operating a variety of audio/video equipment such as non-linear editors, lighting and gripping equipment, and microphones. The Producer will also be responsible for maintaining an audio-visual library, which includes equipment, tapes, stills, and video segments. Travel is required for this position as time will be split between field production and post-production. Degree in Broadcast Communications, Television Production, or related field preferred.

Default email address for resumes: elines@tribune.com

Salary Level: 0

Location: Location  
City Indianapolis  
State

<b>Total Views</b>
Candidate Views: 0

Indiana  
**Country**  
United States

---

Job Function: Communications - Broadcasting

---

Qualification: Minimum of 2 years of video production experience and on-camera experience. Exceptional organization, verbal and written communication skills. Additional experience desired: Final Cut Studio, Photoshop, Illustrator, After Effects and Pro Tools. Submit demo tape of on-camera work with application.

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

---

GPA:

---

Resume E-mail  
Receipt:

---

Posting Date: November 12, 2008

---

Expiration November 26, 2008  
Date:

---

## Job Listing Preview



**FOX** **WXIN (FOX) Indianapolis, IN**

**Position** Indiana`s Marketplace Host and Producer  
**Reference #** Will be assigned when submission is completed ...  
**Type** Television  
**Full / Part** Full Time - Regular  
**Experience** 2 Years Required  
**Posted** 11/12/2008  
**Closes** 11/26/2008  
**Time Left** 14 Days  
**DMA** #25  
**Found In** Host



### Indiana`s Marketplace Host and Producer

WTTV – TV is looking for a Producer and Host of the Indiana`s Marketplace program. Responsible for day-to-day functions of the program including creative direction and facilitating projects from beginning to end. Responsible for producing show segments, both in-studio and on-location. This position requires the candidate to work directly with the sales dept., internet content manager & creative services. The Producer will also host & edit Indiana's Marketplace segments as well as any additional motion graphics, bumpers and promos needed for the program. Other responsibilities include writing scripts, researching client information editing video, coordinating weekly shoot schedules, directing video shoots, operating a variety of audio/video equipment such as non-linear editors, lighting and gripping equipment, and microphones. The Producer will also be responsible for maintaining an audio-visual library, which includes equipment, tapes, stills, and video segments. Travel is required for this position as



### Supplemental Information

- Salary Type
- Salary Range
- Starting Salary / Year
- Starting Salary / Hour
- Job Type Full Time - Regular
- Hours
- Workweek
- Scheduled on Holidays
- Start Date
- Probation Period
- Benefits
- Benefit Premium
- 401K Plan
- Vacation
- Paid Sick Leave
- Phone Calls
- Agent Phone Calls
- Résumé
- Cover Letter
- References
- Salary History
- Tape / Reel
- Tape Format
- Tape Return
- Director's Track
- FAX Résumé No
- TVJobs.com E-Résumé Yes

time will be split between field production and post-production. Degree in Broadcast Communications, Television Production, or related field preferred. Minimum of 2 years of video production experience and on-camera experience. Exceptional organization, verbal and written communication skills. Additional experience desired: Final Cut Studio, Photoshop, Illustrator, After Effects and Pro Tools. Submit demo tape of on-camera work with application. Send resume and cover letter stating position desired and referral source to Human Resources, WXIN, 6910 Network Place, Indianapolis, IN 46278. EOE

Receptionist/ HR Assistant  
WXIN  
6910 Network Place  
Indianapolis, IN 46278

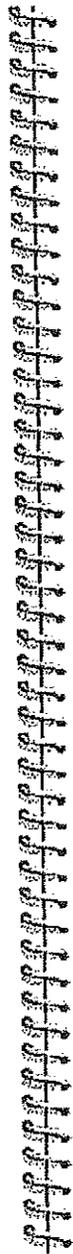
When responding to this job ad, please mention you saw it listed at TVJobs.com

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 Send Resume

Annual E-Résumé subscription or DigitalTalent résumé required.

[ [View other WXIN job listings](#) ]



- Degree Required
- Contract Required
- Contract Length
- Special Requirements
- Driver's License
- Insurance
- Good Driving Record
- Heavy Lifting

- Previous Applicants
- Local Apartment Rental
- Moving Expenses

- Union Position
- Union Contract Expires

- Confirmation Letter
- Rejection Letter
- Feedback

- Drug Screen
- Proof of Eligibility to work in U.S. Required

- Equal Opportunity Employment Yes
- EOE Data Form Yes
- Application Form No

 Open req 15023BR Account Executive, Sales

? Help

**The req 15023BR: Account Executive, Sales has been opened.**

OK

## POSITION AVAILABLE

Date Submitted	11/07/08
Department	Sales
Position	Business Development Account Executive
Date Available	Immediately

Job Description: Develop new business partnerships for station. Maintain relationships and service new and existing 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. Have 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 or appropriate related 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: 11/21/08

Ad Copy (exactly as you wish it to read): WXIN and WTTV 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, university and minority contact list

**Williams, Jennifer**

---

**From:** jgwilliams@tribune.com [ENTERPRISE@TRM.BRASSRING.COM]

**Sent:** Friday, November 07, 2008 2:57 PM

**To:** Williams, Jennifer

**Subject:** A new req has been opened: (15023BR,Account Executive, Sales)

**Title:** Account Executive, Sales

**Req ID:** 15023BR

**Message:**

Williams, Jennifer has sent you an *eLink* to view.  
Attached please find an HTML document with a hyperlink.

**Lines, Elizabeth**

---

**To:** Minority/University Contact List

**Subject:** Re: Open Positions

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV INDIANA'S 4 has full-time openings available for a **Content Producer-WXIN** and a **Content Producer- Indianas4.com** in our **Interactive Media Department**. WXIN FOX 59 and WTTV INDIANA'S 4 also has a full-time opening for a **Business Development Account Executive** 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,

Elizabeth Lines  
Fox 59 / Indiana's 4  
Receptionist/ HR Assistant  
[elines@tribune.com](mailto:elines@tribune.com)



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## Viewing Job: 6343/Business Development Account Executive

- Profile View**
- Position Information
- Contact Information
- Posting Inform

### Position Information

Please review the information contained in this job posting. Click on the [Edit] link

Click the [View Activity] link above to view all activity for this job posting.

Click the [Close Job] link above to close this job.

**\*Job ID:** 6343

**\*Job Title:** Business Development Account Executive

**Organization Name:** WXIN - FOX59 Indianapolis

**No of Openings:**

**Hours per Week:**

**\*Wage/Salary:** 0

**Employment Start Date:**

**Employment End Date:**

**Supervisor:**

**\*Job Description:** Develop new business partnerships for station existing advertisers to continue / increase the projects and packages. Compile and present c as media specialist for clients. Complete requ Have thorough understanding of the station's Represent the station in a professional manne established by sales management. Other duti

**Qualifications:** Bachelor's degree or equivalent experience in field. Sales or appropriate related experience . radio, outdoor, cable, internet or other B-to-B and face presentations. Strong knowledge of l verbal/written communication and computer s well with various types of businesses and deci record.

**\*Application Method:** Allow online applications & be emailed as they

**Application Details:** Send resume with cover letter stating position WXIN-TV, 6910 Network Place, Indianapolis, I

**On-line Application Address** :

**Contact Information**

**First Name:**

**Last Name:**

**Address Line 1:**

**Address Line 2:**

**City:**

**State:**

**Zip:**

**Country:**

**\*Phone:**

**Fax:**

**\*Email:**

**Website:**

**Posting Information**

**Job Location:**

**\*Job Function:** Marketing

**Position Type:** Full-time

**Minimum GPA:**

**Work Authorization:**

**Graduation Start:**

**Graduation End:**

**Class Standing:**

**Degrees:**

**Majors:**

**Screen by Applicant Types:** No

**Screen by Minimum GPA:** No

**Screen by Work Authorization:** No

**Screen by Graduation Range:** No

**Screen by Class Standing:** No

**Screen by Degrees:** No

**Screen by Majors:** No

**\*Post Date:** 11/07/2008

**\*Expiration Date:** 11/14/2008

**\*Show Contact Info**  : No

**\*Apply through my IU Careers**  : Yes

**Control Information**

**\*Status:** Pending



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[My Member Pocket](#)  
[Publications](#)  
[Student Page](#)  
[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](mailto:INDBA@aol.com)

**Opportunities/Employment**

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Eli  
Yo  
[ch.

**Business Development Account Executive** posted: Nov 07 2008

**Start Date:** immediately  
**Emp Type:** Full-Time  
**Location:** Indianapolis

**Station Information:** WXIN/WTTV  
6910 Network PL. Indianapolis, IN 46278

**Contact Person:** Elizabeth Lines  
**Contact Phone:** 317-632-5900  
**Contact E-Mail:** [elines@tribune.com](mailto:elines@tribune.com)

**Required Skills:**  
Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field. Sales or appropriate related 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.

**Education Required:**  
Bachelor's degree or equivalent experience in Business/Marketing/Telecommunications or related field. Sales or appropriate related 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 and existing 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. Have 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.

EOE

**Instructions for Applying:**  
Send resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place,

Indianapolis, IN 46278. EOE.

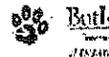
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### Detailed Job Information

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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 and existing 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. Have 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 or appropriate related 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, Indiana

**Compensation Type:**  
Paid

**Job Status:**  
Full-Time

**Job Function:**  
Business Development, Sales

**Period Of Employment:**  
Other

**Cover Letter Required:**  
Yes

<b>Interview Schedules</b>
This job will not have an interview schedule attached.
<b>Modification History</b>
<b>Last Modified:</b> 11/07/08 By Elizabeth Lines (WXIN Fox 59)
<b>Created:</b> 11/07/08 By Elizabeth Lines (WXIN Fox 59)

**Other Requested Materials:**

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:**  
Communications Studies, Marketing

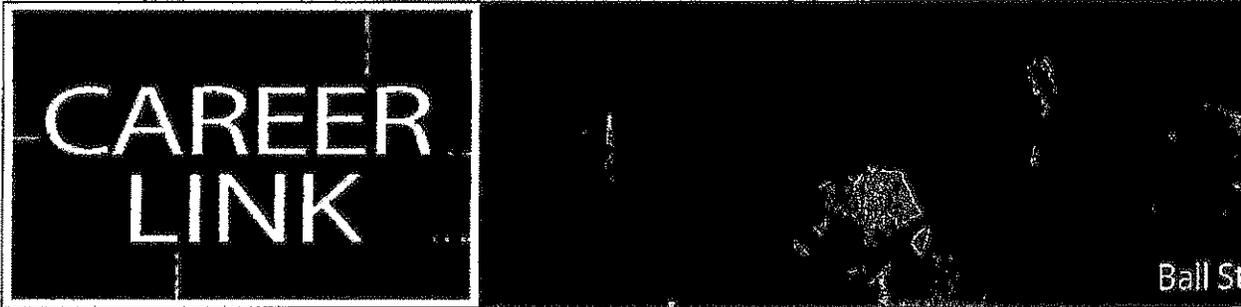
**Student Status:**  
Alumnus/a

**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.





Log Out Elizabeth Lines @ FOX 59/ CW 4

 job postings

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 NETWORK simplicity

**Please note:** on-campus recruiting (OCR) positions should be entered in the on-campus recruiting (OCR) section.

**Position Information**

ID: 712270

Position Type: Professional Employment

Restrict no  
 Applications:

Title: Business development Account Executive

Number of 1  
 Openings:

**Job Description:** Develop new business partnerships for station. Maintain relationships and service new and existing 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. Have 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.

Default email elines@tribune.com  
 address for  
 resumes:

Salary Level: 0

Location: **Location**

**City**  
 Indianapolis

**State**  
 Indiana

**Country**  
 United States

Job Function: Communications - Broadcasting, Sales

Qualification: Bachelor's degree or equivalent experience in

<b>Total Views</b>
Candidate Views: 0

Business/Marketing/Telecommunications or related field. Sales or appropriate related 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.

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GPA:

---

Resume E-mail  
Receipt:

---

Additional Cover Letter  
Documents:

---

Posting Date: November 7, 2008

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Expiration November 21, 2008  
Date:

---

## Job Listing Preview



Broadcast Employment Services

**FOX** **WXIN** (FOX) Indianapolis, IN

**Position** Business Development Account Executive  
**Reference #** *Will be assigned when submission is completed ...*  
**Type** Television  
**Full / Part** Full Time - Regular  
**Experience** 0 to 1 Year Required  
**Posted** 11/10/2008  
**Closes** 12/10/2008  
**Time Left** 30 Days  
**DMA** #25  
**Found In** Sales - Account Executive



### Business Development Account Executive

WXIN and WTTV 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.

Receptionist/ HR Assistant  
 WXIN  
 6910 Network Place  
 Indianapolis, IN 46278



### Supplemental Information

**Salary Type**  
**Salary Range**  
**Starting Salary / Year**  
**Starting Salary / Hour**  
**Job Type** Full Time - Regular  
**Hours**  
**Workweek**  
**Scheduled on Holidays**  
**Start Date**  
**Probation Period**  
**Benefits**  
**Benefit Premium**  
**401K Plan**  
**Vacation**  
**Paid Sick Leave**  
**Phone Calls**  
**Agent Phone Calls**  
**Résumé** Required  
**Cover Letter** Required  
**References**  
**Salary History**  
**Tape / Reel**  
**Tape Format**  
**Tape Return**  
**Director's Track**  
**FAX Résumé** No  
**TVJobs.com E-Résumé** Yes

When responding to this job ad, please mention you saw it listed at TVJobs.com

© Broadcast Employment Services 1994-2008

 Send Resume

Annual E-Resumé subscription or DigitalTalent résumé required.

[ [View other WXIN job listings](#) ]



- Degree Required Yes
- Contract Required
- Contract Length
- Special Requirements
- Driver's License
- Insurance
- Good Driving Record
- Heavy Lifting
- Previous Applicants
- Local Apartment Rental
- Moving Expenses
- Union Position
- Union Contract Expires
- Confirmation Letter
- Rejection Letter
- Feedback
- Drug Screen
- Proof of Eligibility to work in U.S. Required
- Equal Opportunity Employment Yes
- EOE Data Form Yes
- Application Form No

Close

---

## Business Development Account Executive

Posted Nov 10

Fox 59/ Indiana's 4, Indianapolis, IN

WXIN and WTTV 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.

Your logo here  
(if any)



 Open req 15105BR Coord, Account

? Help

**The req 15105BR: Coord, Account has been opened.**

OK

## POSITION AVAILABLE

Date Submitted ~~09/14/07~~ 11-6-2008  
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 2

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

**Lines, Elizabeth**

---

**To:** Minority/University Contact List

**Subject:** Re: Ad Copy for Account Coordinator Position

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV Indiana's 4 has a full-time opening available for a **Account Coordinator** in our **WXIN Sales Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

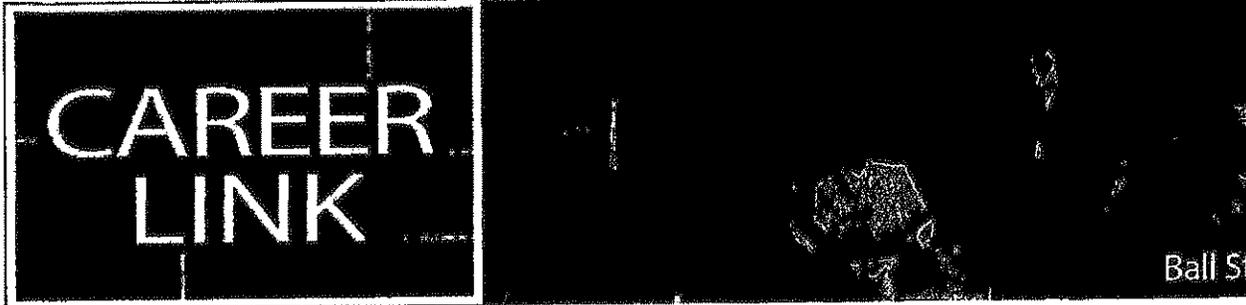
It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

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,

Elizabeth Lines  
Fox 59 / Indiana's 4  
Receptionist/ HR Assistant  
[elines@tribune.com](mailto:elines@tribune.com)



Log Out Elizabeth Lines @ FOX 59/ CW 4

 **job postings**

NACElink software by  
 NETWORK simplicity

**Please note:** on-campus recruiting (OCR) positions should be entered in the on-campus recruiting (OCR) section.

<b>Total Views</b>
Candidate Views: 0

**Position Information**

ID: 712376

Position Type: Professional Employment

Restrict no Applications:

Title: Account Coordinator

Number of 1 Openings:

**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.

Default email address for resumes: [elines@tribune.com](mailto:elines@tribune.com)

Salary Level: 0

Location: **Location**

**City**  
Indianapolis

**State**  
Indiana

**Country**  
United States

Job Function: Sales

---

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

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.

---

GPA:

---

Resume E-mail  
Receipt:

---

Posting Date: November 25, 2008

---

Expiration Date: December 5, 2008

---



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Detailed Job Information

Butler University >> Jobs | Calendar |

Job Details

Job Title:

Account Coordinator

Opportunity Type:

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.

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

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, Indiana

Compensation Type:

Paid

Job Status:

Full-Time

Job Function:

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 interview schedule attached.
Modification History
<b>Last Modified:</b> 11/25/08 By Elizabeth Lines (WXIN Fox 59)
<b>Created:</b> 11/25/08 By Elizabeth Lines (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.








- About IBA
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- EAS
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- Indiana DTV
- Inspection Program
- Job Bank
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- Legislative
- Member Radio & TV Stations
- My Member Packet
- Publications
- Student Page
- 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**

« [Back to Job Listings](#)

**Account Coordinator** posted: Nov 25 2008

**Start Date:** immediately  
**Emp Type:** Full-Time  
**Location:** Indianapolis

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

**Contact Person:** Elizabeth Lines  
**Contact Phone:** 317-632-5900  
**Contact E-Mail:** [elines@tribune.com](mailto:elines@tribune.com)

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

**Education Required:**  
 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.

EOE

**Instructions for Applying:**  
 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.

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## Viewing Job: 6424/Account Coordinator

- Profile View
- Position Information
- Contact Information
- Posting Inform

### Position Information

Please review the information contained in this job posting. Click on the [Edit] link

Click the [View Activity] link above to view all activity for this job posting.

Click the [Close Job] link above to close this job.

**\*Job ID:** 6424

**\*Job Title:** Account Coordinator

**Organization Name:** WXIN - FOX59 Indianapolis

**No of Openings:** 1

**Hours per Week:**

**\*Wage/Salary:** 0

**Employment Start Date:**

**Employment End Date:**

**Supervisor:**

**\*Job Description:** Supports sales effort by coordinating advertiser account executives and sales management for future role of Account Executive. Prepares advertising activity. Performs post-buy analysis. Notifies client of program changes and late runs. Performs order changes. Researches invoice discrepancies and provides spot placement. Coordinates copy instructions. Assists Account Executives with reports as needed. Schedules client appointments. Unclear if possible.

**Qualifications:** Bachelor's degree or equivalent experience in advertising preferred. Strong communication, writing and organizational skills.

**\*Application Method:** Allow online applications & be emailed as they are received.

**Application Details:** Send resume with cover letter stating position to: Human Resources, WXIN/WTTV-TV, 6910

**On-line Application Address** :

### Contact Information

**First Name:**

**Last Name:**  
**Address Line 1:**  
**Address Line 2:**  
**City:**  
**State:**  
**Zip:**  
**Country:**  
**\*Phone:**  
**Fax:**  
**\*Email:**  
**Website:**

**Posting Information**

**Job Location:**  
**\*Job Function:** Administration  
Marketing  
**Position Type:**  
**Minimum GPA:**  
**Work Authorization:**  
**Graduation Start:**  
**Graduation End:**  
**Class Standing:**  
**Degrees:**  
**Majors:**  
**Screen by Applicant Types:** No  
**Screen by Minimum GPA:** No  
**Screen by Work Authorization:** No  
**Screen by Graduation Range:** No  
**Screen by Class Standing:** No  
**Screen by Degrees:** No  
**Screen by Majors:** No  
**\*Post Date:** 11/25/2008  
**\*Expiration Date:** 12/05/2008  
**\*Show Contact Info**  : No  
**\*Apply through my IU Careers**  : Yes

**Control Information**

**\*Status:** Pending

## POSITION AVAILABLE

Date Submitted	11/07/08
Department	News
Position	News Director
Date Available	Immediately

Job Description: Guides and directs news programming for WXIN/WTTV-TV. Hires and supervises staff of more than 70 full- and part-time employees. Responsible for developing and executing strategies designed to make the station's news product the audience leader in the market. Manages the day-to-day operation of the newsroom. Approves editorial content of the newscast, including legal and ethical issues. Establishes and upholds high ethical and journalistic standards. Approves news story selection. Implements and plans long-term strategies for the station's news presence. Creates annual departmental operating budget and ensures compliance with approved budget. Submits capital requirements for company's capital budget. Evaluates and establishes performance standards for news staff. Critiques news programming daily. Coordinates various projects and issues with other department managers. Participates in community service activities and represents news department and station in the community. Other duties as assigned by supervisor.

Qualifications Necessary: At least 5 years experience in newsroom management and television production. Degree in broadcast journalism or related field, or equivalent related experience. Excellent leadership and motivation skills. Strong organizational and communication skills (verbal and written). Ability to manage a large staff effectively in a deadline oriented environment while interacting in a positive, proactive, productive manner.

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

Application Deadline: 12/02/08

Ad Copy (exactly as you wish it to read): WXIN-TV Fox 59, seeks News Director to develop and execute strategies designed to make the station's six hours of newscasts per day the audience leaders in the market. Position oversees day-to-day newsroom operations, staffing and supervision of the department. Degree in broadcast journalism or equivalent related experience and a minimum of 5 years TV news management experience required. Successful candidate will have experience managing a complex news operation, as well as knowledge of research and promotional tools, human resources policies and FCC guidelines as they relate to news, and a firm grasp of strategic planning and positioning. Requires the ability to effectively manage a large staff in a deadline-oriented environment while providing staff consistent, constructive performance feedback. Send resume with cover letter stating referral source and salary history to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): RTNDA, Shop Talk (TV Spy), TV Week, Broadcasting & Cable, Indianapolis Recorder, Inside Track, station web sites.

TV Jobs  
media line

**The req 15028BR: Dir, News has been opened.**

OK

**Williams, Jennifer**

---

**From:** jgwilliams@tribune.com [ENTERPRISE@TRM.BRASSRING.COM]

**Sent:** Friday, November 07, 2008 3:43 PM

**To:** Williams, Jennifer

**Subject:** A new req has been opened: (15028BR,Dir, News)

**Title:** Dir, News

**Req ID:** 15028BR

**Message:**

Williams, Jennifer has sent you an *eLink* to view.  
Attached please find an HTML document with a hyperlink.

11/7/2008



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### Detailed Job Information



Butler University >> Jobs | Calendar |

#### Job Details

**Job Title:**  
News Director

**Opportunity Type:**  
Job

**Description:**  
Guides and directs news programming for WXIN/WTTV-TV. Hires and supervises staff of more than 70 full- and part-time employees. Responsible for developing and executing strategies designed to make the station's news product the audience leader in the market. Manages the day-to-day operation of the newsroom. Approves editorial content of the newscast, including legal and ethical issues. Establishes and upholds high ethical and journalistic standards. Approves news story selection. Implements and plans long-term strategies for the station's news presence. Creates annual departmental operating budget and ensures compliance with approved budget. Submits capital requirements for company's capital budget. Evaluates and establishes performance standards for news staff. Critiques news programming daily. Coordinates various projects and issues with other department managers. Participates in community service activities and represents news department and station in the community. Other duties as assigned by supervisor.

At least 5 years experience in newsroom management and television production. Degree in broadcast journalism or related field, or equivalent related experience. Excellent leadership and motivation skills. Strong organizational and communication skills (verbal and written). Ability to manage a large staff effectively in a deadline oriented environment while interacting in a positive, proactive, productive manner.

Send resume with cover letter stating referral source and salary history to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

**Location(s):**  
Indianapolis, Indiana

**Compensation Type:**  
Paid

**Job Status:**  
Full-Time

**Job Function:**  
Broadcasting, Management

**Period Of Employment:**  
Other

<b>Interview Schedules</b>
This job will not have an interview schedule attached.
<b>Modification History</b>
<b>Last Modified:</b> 11/07/08 By Elizabeth Lines (WXIN Fox 59)
<b>Created:</b> 11/07/08 By Elizabeth Lines (WXIN Fox 59)

**Cover Letter Required:**  
Yes

**Other Requested Materials:**  
Send resume with cover letter stating referral source and salary history 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 Studies

**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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### Viewing Job: 6342/News Director

- [Profile View](#)
- [Position Information](#)
- [Contact Information](#)
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#### Position Information

Please review the information contained in this job posting. Click on the [Edit] link

Click the [View Activity] link above to view all activity for this job posting.

Click the [Close Job] link above to close this job.

**\*Job ID:** 6342

**\*Job Title:** News Director

**Organization Name:** WXIN - FOX59 Indianapolis

**No of Openings:**

**Hours per Week:**

**\*Wage/Salary:** 0

**Employment Start Date:**

**Employment End Date:**

**Supervisor:**

**\*Job Description:** Guides and directs news programming for WX than 70 full- and part-time employees. Respon designed to make the station's news product 1 day-to-day operation of the newsroom. Appro legal and ethical issues. Establishes and uphol news story selection. Implements and plans lc Creates annual departmental operating budge Submits capital requirements for company's c performance standards for news staff. Critiqu projects and issues with other department ma and represents news department and station i supervisor.

**Qualifications:** At least 5 years experience in newsroom man, broadcast journalism or related field, or equiv motivation skills. Strong organizational and cc manage a large staff effectively in a deadline positive, proactive, productive manner.

**\*Application Method:** Allow online applications & be emailed as they

**Application Details:** Send resume with cover letter stating referral WXIN/WTTV, 6910 Network Place, Indianapolis

On-line Application Address  :

Contact Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

\*Phone:

Fax:

\*Email:

Website:

Posting Information

Job Location: Indianapolis

\*Job Function: Management  
Production

Position Type: Full-time

Minimum GPA:

Work Authorization:

Graduation Start:

Graduation End:

Class Standing:

Degrees: Bachelor's

Majors:

Screen by Applicant Types: No

Screen by Minimum GPA: No

Screen by Work Authorization: No

Screen by Graduation Range: No

Screen by Class Standing: No

Screen by Degrees: No

Screen by Majors: No

\*Post Date: 11/07/2008

\*Expiration Date: 12/02/2008

\*Show Contact Info  : No

\*Apply through my IU Careers  : Yes

Control Information

\*Status: Pending






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- Amber Alert
- Broadcast Pioneers
- EAS
- Events
- Indiana DTV
- Inspection Program
- Job Bank
- Legal Services
- Legislative
- Member Radio & TV Stations
- My Member Pocket
- Publications
- Student Page
- 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:**  
 INBBA@aol.com

**Opportunities/Employment**

[« Back to Job Listings](#)

**News Director** posted: Nov 07 2008

**Start Date:** immediately

**Emp Type:** Full-Time

**Location:** Indianapolis

**Station Information:** WXIN/WTTV  
6910 Network PL. Indianapolis, IN 46278

**Contact Person:** Elizabeth Lines

**Contact Phone:** 317-632-5900

**Contact E-Mail:** [elines@tribune.com](mailto:elines@tribune.com)

**Required Skills:**

At least 5 years experience in newsroom management and television production. Degree in broadcast journalism or related field, or equivalent related experience. Excellent leadership and motivation skills. Strong organizational and communication skills (verbal and written). Ability to manage a large staff effectively in a deadline oriented environment while interacting in a positive, proactive, productive manner.

**Education Required:**

At least 5 years experience in newsroom management and television production. Degree in broadcast journalism or related field, or equivalent related experience. Excellent leadership and motivation skills. Strong organizational and communication skills (verbal and written). Ability to manage a large staff effectively in a deadline oriented environment while interacting in a positive, proactive, productive manner.

**Job Description:**

Guides and directs news programming for WXIN/WTTV-TV. Hires and supervises staff of more than 70 full- and part-time employees. Responsible for developing and executing strategies designed to make the station's news product the audience leader in the market. Manages the day-to-day operation of the newsroom. Approves editorial content of the newscast, including legal and ethical issues. Establishes and upholds high ethical and journalistic standards. Approves news story selection. Implements and plans long-term strategies for the station's news presence. Creates annual departmental operating budget and ensures compliance with approved budget. Submits capital requirements for company's capital budget. Evaluates and establishes performance standards for news staff. Critiques news programming daily. Coordinates various projects and issues with other department managers. Participates in community service activities and represents news department and station in the community. Other duties as assigned by supervisor.

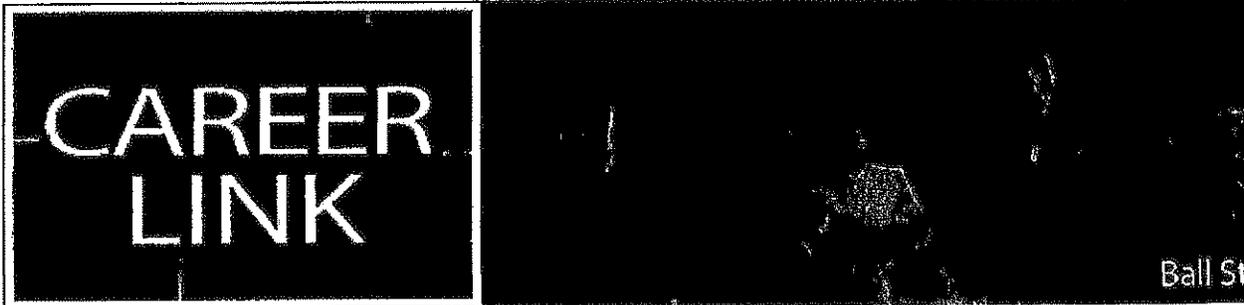
EOE

**Instructions for Applying:**

Send resume with cover letter stating referral source and salary history

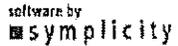
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IN 46278. EOE.

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Log Out Elizabeth Lines @ FOX 59/ CW 4

## job postings

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**Please note:** on-campus recruiting (OCR) positions should be entered in the on-campus recruiting (OCR) section.

### Position Information

ID: 712271

Position Type: Professional Employment

Restrict no Applications:

Title: News Director

Number of 1 Openings:

**Job Guides and directs news programming for WXIN/WTTV-TV.**  
**Description:** Hires and supervises staff of more than 70 full- and part-time employees. Responsible for developing and executing strategies designed to make the station's news product the audience leader in the market. Manages the day-to-day operation of the newsroom. Approves editorial content of the newscast, including legal and ethical issues. Establishes and upholds high ethical and journalistic standards. Approves news story selection. Implements and plans long-term strategies for the station's news presence. Creates annual departmental operating budget and ensures compliance with approved budget. Submits capital requirements for company's capital budget. Evaluates and establishes performance standards for news staff. Critiques news programming daily. Coordinates various projects and issues with other department managers. Participates in community service activities and represents news department and station in the community. Other duties as assigned by supervisor.

Default email [elines@tribune.com](mailto:elines@tribune.com) address for resumes:

Salary Level: 0

Location: **Location**

**City**  
Indianapolis  
**State**  
Indiana

<b>Total Views</b>
Candidate Views: 0

**Country**  
United States

---

Job Function: Communications - Broadcasting, Management - General

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Qualification: At least 5 years experience in newsroom management and television production. Degree in broadcast journalism or related field, or equivalent related experience. Excellent leadership and motivation skills. Strong organizational and communication skills (verbal and written). Ability to manage a large staff effectively in a deadline oriented environment while interacting in a positive, proactive, productive manner.

---

GPA:

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Resume E-mail  
Receipt:

---

Additional Cover Letter  
Documents:

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Posting Date: November 7, 2008

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Expiration December 2, 2008  
Date:

---

**Williams, Jennifer**

---

**From:** Williams, Jennifer  
**Sent:** Thursday, November 13, 2008 2:29 PM  
**To:** 'rick@rickgevers.com'  
**Cc:** Lines, Elizabeth  
**Subject:** News Director job posting

Rick,

Attached you will find the job posting for the News Director Jerry wants posted tomorrow, as well as our logos. Please let me know if you have questions.

Regards,

Jennifer G. Williams  
Human Resources Manager  
WXIN Fox 59/WTV Indiana's 4  
6910 Network Place  
Indianapolis, IN 46278  
p: (317) 715-2701  
f: (317) 715-6251

## **POSITION AVAILABLE**

Date Submitted: 11/07/08  
Department: Interactive Media  
Position: Content Producer - WXIN  
Date Available: Immediately

**Job Description:** This position will be responsible for creating, developing and implementing content on fox59.com, including text, photos, video and other news-related elements for all areas of the website. The position will ensure the Fox 59 website offers timely, topical viewer benefit by formatting and updating news-oriented information in a way that cross-promotes the newscasts and generates revenue through sponsorable content and elements.

**Qualifications Necessary:** Bachelors Degree in Journalism, Mass Communications, or related field, or equivalent related experience. At least 2 years prior experience in creating, developing and implementing news content online. Broadcast, print or online news experience required. Requires the demonstrated ability to produce content and promotion that is accurate, complete, credible, dynamic, interesting and diverse and the ability to tell a compelling story while adding production value to the project. Excellent writing skills a must. Experience with web production interfaces, HTML editing software, Microsoft office, Photoshop, encoding tools, World Wide Web/Internet, FTP, network issues and various multi-media platforms a plus.

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

**Application Deadline:** 11/30/08

**Ad Copy** (exactly as you wish it to read): Work for one of Indianapolis' fastest growing websites! WXIN/WTTV-TV seek a Web Producer responsible for responsible for the general updating of Fox59.com, maximizing the potential of the content created by Fox 59. The position will ensure the Fox 59 website offers timely, topical viewer benefit by formatting and updating news-oriented information in a way that cross-promotes the newscasts and generates revenue through sponsorable content and elements. Bachelors Degree in Journalism, Mass Communications, or related field, or equivalent related experience. At least 2 years prior experience in creating, developing and implementing news content online. Broadcast, print or online news experience required. Requires the demonstrated ability to produce content and promotion that is accurate, complete, credible, dynamic, interesting and diverse and the ability to tell a compelling story while adding production value to the project. Excellent writing skills a must. Experience with web production interfaces, HTML editing software, Microsoft office, Photoshop, encoding tools, World Wide Web/Internet, FTP, network issues and various multi-media platforms a plus. This is NOT a web design position. Send resume, writing samples, cover letter stating position desired 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): Lost Remote (<http://www.lostremote.com>)

**Williams, Jennifer**

---

**From:** jgwilliams@tribune.com [ENTERPRISE@TRM.BRASSRING.COM]

**Sent:** Friday, November 07, 2008 3:32 PM

**To:** Williams, Jennifer

**Subject:** A new req has been opened: (15027BR,Producer, Web)

**Title:** Producer, Web

**Req ID:** 15027BR

**Message:**

Williams, Jennifer has sent you an *eLink* to view.  
Attached please find an HTML document with a hyperlink.

 Open req 15027BR Producer, Web

? Help

**The req 15027BR: Producer, Web has been opened.**

OK