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EOE



EXECUTIVE PRODUCER

WXIN FOX 59 seeks Executive
Producer for the Emmy-winning
Fox 59 News at Ten. Successful
candidate will have at least 5 years
previous producing experience or
executive producing experience in a
smaller market. Degree in broadcast
journalism or equivalent related
experience, familiarity with
ENG/SNG operations, demonstrated
leadership and motivational skills,
effective communication skills, and
the ability to excel in the fast-paced,
pressure filled environment of live
television required. Send resume with
cover letter including salary history,
position desired and referral source,
plus a non-returnable VHS or DVD
with your latest newscast to:

Human Resources
WXIN-TV
6910 Network Place
Indianapolis, IN 46278
EOE

Leasing Agent

Grandville Cooperative is seeking a
part-time professional leasing agent,
HUD experience a plus, but will train.

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Davison, Kim S.

From: jobs@tvjobs.com
Sent: Tuesday, June 19, 2007 11:09 AM
To: Davison, Kim S.
Subject: TVJobs.com - Executive Producer job auto-posted

JOB POSTING NOTIFICATION FROM TVJOBS

Kim Davison,

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

Station : WXIN
Position: Executive Producer
Category: News - Executive Producers
Database: Television
Job ID : TVJ#34083755
Posted : 6/19/2007
Expires : 7/6/2007
Status : Registered Employer - Job Re-instated Ad Text :

Executive Producer

WXIN FOX 59 seeks Executive Producer for the Emmy-winning Fox 59 News at Ten. Successful candidate will have at least 5 years previous producing experience or executive producing experience in a smaller market. Degree in broadcast journalism or equivalent related experience, familiarity with ENG/SNG operations, demonstrated leadership and motivational skills, effective communication skills, and the ability to excel in the fast-paced, pressure filled environment of live television required. Send resume with cover letter including salary history, position desired and referral source, plus a non-returnable VHS or DVD with your latest newscast to: Human Resources, WXIN-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 7/6/2007.
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=1510411724264676>

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.

Davison, Kim S.

From: mark [mark@medialine.com]
Sent: Tuesday, June 19, 2007 10:28 AM
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 06/19/07

EXECUTIVE PRODUCER

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

6/19/2007

Davison, Kim S.

From: Davison, Kim S.
Sent: Tuesday, June 19, 2007 9:49 AM
To: Mark Shilstone (Medialine@medialine.com)
Subject: Job Opportunity

Mark,

Please post the following position on Medialine as soon as possible. Application deadline is 07/06/07. Thank you!

WXIN FOX 59 seeks **Executive Producer** for the Emmy-winning *Fox 59 News at Ten*. Successful candidate will have at least 5 years previous producing experience or executive producing experience in a smaller market. Degree in broadcast journalism or equivalent related experience, familiarity with ENG/SNG operations, demonstrated leadership and motivational skills, effective communication skills, and the ability to excel in the fast-paced, pressure filled environment of live television required. Send resume with cover letter including salary history, position desired and referral source, plus a non-returnable VHS or DVD with your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

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: jobs@tvspy.com
Sent: Tuesday, June 19, 2007 9:50 AM
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=110

Job Title: Executive Producer
Company/Station: WXIN-TV, Fox 59
Date Posted: 2007-06-19 09:49:33.0
Date Expires: 2007-07-03 09:49:33.0

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: June 19, 2007
RE: AD PLACEMENT

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

EXECUTIVE PRODUCER

WXIN FOX 59 seeks Executive Producer for the Emmy-winning *Fox 59 News at Ten*. Successful candidate will have at least 5 years previous producing experience or executive producing experience in a smaller market. Degree in broadcast journalism or equivalent related experience, familiarity with ENG/SNG operations, demonstrated leadership and motivational skills, effective communication skills, and the ability to excel in the fast-paced, pressure filled environment of live television required. Send resume with cover letter including salary history, position desired and referral source, plus a non-returnable VHS or DVD with your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EXECUTIVE ASSISTANT

WXIN FOX 59 and WTTV CW4 seek an Executive Assistant to be the initial point of communication with the General Manager and provide superior administrative support to the GM and Director of Sales. Successful candidate will be responsible for a wide variety of duties including coordinating the GM's and DOS's calendar, conference calls, and travel itineraries, as well as creating reports and composing letters and other documents. Must be able to work independently in a high pressure, deadline sensitive environment and be able to resolve a variety of complex requests. College degree preferred and at least 3 years previous senior administrative assistant experience required. Good customer service and interpersonal skills, exceptional communication skills, proficiency in a variety of software applications and detail orientation and accuracy required. Send resume with cover letter including salary requirements 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!

Davison, Kim S.

From: jobs@tvjobs.com
Sent: Wednesday, August 22, 2007 2:51 PM
To: Davison, Kim S.
Subject: TVJobs.com - Executive Producer job auto-posted

JOB POSTING NOTIFICATION FROM TVJOBS

Kim Davison,

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

Station : WXIN
Position: Executive Producer
Category: News - Executive Producers
Database: Television
Job ID : TVJ#34086866
Posted : 8/22/2007
Expires : 9/22/2007
Status : Registered Employer - Job Re-instated Ad Text :

Executive Producer

WXIN FOX 59 seeks Executive Producer for the Emmy-winning Fox 59 News at Ten. Successful candidate will have at least 5 years previous producing experience or executive producing experience in a smaller market. Degree in broadcast journalism or equivalent related experience, familiarity with ENG/SNG operations, demonstrated leadership and motivational skills, effective communication skills, and the ability to excel in the fast-paced, pressure filled environment of live television required. Send resume with cover letter including salary history, position desired and referral source, plus a non-returnable VHS or DVD with your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Notes:

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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 9/22/2007.
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=7556781188368672>

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.<<

Davison, Kim S.

From: jobs@tvspy.com
Sent: Wednesday, August 22, 2007 2:45 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=110

Job Title: Executive Producer
Company/Station: WXIN-TV, Fox 59
Date Posted: 2007-08-22 14:44:59.0
Date Expires: 2007-09-05 14:44:59.0

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>

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

Regards,
The Staff of TVSpy
jobs@tvspy.com



View / Modify / Expire
Current Job Listings

- "Executive Producer" 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	
Executive Producer	8/22/2007	9/22/2007	1	0	31	Kim Davison	Modify	Expire
Graphic Designer	8/16/2007	8/27/2007	7	10	5	Kim Davison	Modify	Expire
Master Control Operator	8/16/2007	8/31/2007	7	16	9	Kim Davison	Modify	Expire
Assignment Editor	8/15/2007	8/27/2007	8	18	5	Kim Davison	Modify	Expire

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Davison, Kim S.

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Position: Executive Producer
Category: News - Executive Producers
Database: Television
Job ID : TVJ#34086866
Posted : 8/22/2007
Expires : 9/22/2007
Status : Registered Employer - Job Re-instated Ad Text :

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Mark C. Holloway
Broadcast Employment Services
TVJobs
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Davison, Kim S.

From: jobs@tvspy.com
Sent: Wednesday, August 22, 2007 2:45 PM
To: Davison, Kim S.
Cc: todd@staff.vault.com; eshen@staff.vault.com
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http://www.tvspy.com/jobbank.cfm?type=list&category_id=110

Job Title: Executive Producer
Company/Station: WXIN-TV, Fox 59
Date Posted: 2007-08-22 14:44:59.0
Date Expires: 2007-09-05 14:44:59.0

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

Regards,
The Staff of TVSpy
jobs@tvspy.com



Medill Career Services Editorial System

Submission Confirmation

Home | Search Resumes | My Profile | Submit Job | My Bookmarks | Change Password
 Calendar | Manage Jobs | Search Agent | Applications | Logout

new job listing submitted successfully.
 note: this listing is currently pending approval by the career services dept.
 it will not be searchable in our database until it has been approved.

Executive Producer

Job # 8058
Company: WXIN/WTTV-TV
Location IN, United States
Status inactive
Views 0

Career Level: Management (Manager/Director of Staff)
Job Type: Full Time
Listing Type: Full-Time Job
Salary Range: Negotiable

Website: <http://www.fox59.com>

Company Description

Tribune-owned commercial broadcast television duopoly (FOX and CW affiliates)

Industry Category	Date Posted
Broadcast	Aug-31

Job Category
 Broadcast

If category='other', please describe:

Address
 6910 Network Place
 Indianapolis, IN 46278
 United States

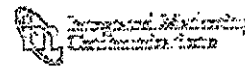
Position Title	Job Type
Executive Producer	Full Time

Job Description

WXIN FOX 59 seeks Executive Producer for the Emmy-winning Fox 59 News at Ten. Successful candidate will have at least 5 years previous producing experience or executive producing experience in a smaller market. Degree in broadcast journalism or equivalent related



Medill Career Services



Medill Career Services Editorial System

Medill Career Services Database - Submission Results

Registration successful!

A member of the Career Services Dept. will review your registration information for verification purposes.

You will be notified by email when your account has been activated, afterwards you will be able to login to the system using username (ksdavison@tribune.com) and password you entered during the registration process.

Please email the Career Services Dept. if you have any questions.

Placement Homepage
Medill Homepage

Medill School of Journalism Career Services Northwestern University
1845 Sheridan Rd. 107 Evanston, IL 60208
phone: (847) 491-2049 fax: (847) 467-2319
medill-placement@northwestern.edu



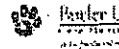
This Page Was Generated in 1188411534.82 microseconds.

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Job Details

Job Title:
Executive Assistant

Opportunity Type:
Job

Description:

Acts as primary, initial point of communication with the Administrative Offices of the television station. Provides administrative and clerical support to Vice President/General Manager and Director of Sales. Maintains and oversees the schedule of appointments for the General Manager. Assembles materials necessary for the completion of weekly and monthly and station reports. Coordinates facilities, materials and catering for station meetings. Coordinates external station events, such as holiday parties and picnics. Keeps administration files and the working files of the General Manager current, complete and in alphabetical order. Ensures daily newspapers requested by the General Manager are delivered first thing in the morning to the General Manager's office. Reviews mail and correspondence directed to the office of the General Manager. Reviews and delivers daily industry faxes and weekly trade publications to the General Manager. Facilitates the start of meetings and appointments on the General Manager's schedule. Takes a leadership role in station projects as requested by the General Manager. Prepares the General Manager and Director of Sales expense reports and monitors them through the system. Assists in managing the flow of communication in and out of the General Manager's office. Requests for information and meetings should receive prompt attention and follow through. Incoming phone messages should be managed as to their priority and the information requested. All faxes should be reviewed and their distribution managed on a priority and responsibility basis. Makes travel arrangements for the General Manager and Director of Sales. Distributes event tickets to clients and Account Executives. Arranges catering for sporting events. Assists the General Manager in development and preparation of station presentations and sales presentations. EA also works with other departments in the preparation of presentations as requested. Other duties as assigned by supervisor.

College degree preferred. At least 3 years' senior administrative assistant experience. Excellent telephone skills and a professional tone of voice. Good customer service and interpersonal skills. Exceptional verbal and written communication skills. Proficient in various software applications including, but not limited to, Excel and Word. Detail orientation and accuracy. Familiarity with a variety of office equipment (copier, fax machine, etc.).

Send resume with cover letter including salary requirements to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

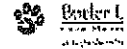
Interview Schedules
This job will not have an interview schedule attached.
Modification History
Last Modified: 6/19/07 By Greta Fischer (WXIN Fox 59)
Created: 6/19/07 By Greta Fischer (WXIN Fox 59)



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Detailed Job Information



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Job Details

Job Title:
Graphic Designer

Opportunity Type:
Job

Description:
Strong knowledge of Adobe Photoshop and After Effects required. Knowledge of Lightwave and Illustrator preferred. Bachelor's degree in Graphic Design/Visual Communication or equivalent experience. At least 2 years experience working in the design field required. Knowledge of Macromedia Flash a plus. Strong visual and communication skills. Ability to work well under pressure. May work a sunrise or late evening shift, some weekends may be required.

To design, animate and produce on-air graphics for Fox 59 News, Fox 59 entertainment properties and CW4 entertainment properties for use in-show or in promotional announcements. Design and produce logos, P.O.P. displays and print materials as directed by Creative Services Director. Design and produce graphics for use on station Internet properties. Design and produce daily graphics for 10pm News or Fox 59 AM. Design sales one-sheets and print collateral as assigned. Other duties as assigned by supervisor.

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.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Broadcasting, Creative/Design/Multimedia, Graphic Design

Period Of Employment:
Not Specified

Cover Letter Required:
Yes

Other Requested Materials:
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,

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)

POSITION AVAILABLE

Date Submitted	06/18/07
Department	General & Administrative
Position	Executive Assistant
Date Available	Immediately

Job Description: Acts as primary, initial point of communication with the Administrative Offices of the television station. Provides administrative and clerical support to Vice President/General Manager and Director of Sales. Maintains and oversees the schedule of appointments for the General Manager. Assembles materials necessary for the completion of weekly and monthly and station reports. Coordinates facilities, materials and catering for station meetings. Coordinates external station events, such as holiday parties and picnics. Keeps administration files and the working files of the General Manager current, complete and in alphabetical order. Ensures daily newspapers requested by the General Manager are delivered first thing in the morning to the General Manager's office. Reviews mail and correspondence directed to the office of the General Manager. Reviews and delivers daily industry faxes and weekly trade publications to the General Manager. Facilitates the start of meetings and appointments on the General Manager's schedule. Takes a leadership role in station projects as requested by the General Manager. Prepares the General Manager and Director of Sales expense reports and monitors them through the system. Assists in managing the flow of communication in and out of the General Manager's office. Requests for information and meetings should receive prompt attention and follow through. Incoming phone messages should be managed as to their priority and the information requested. All faxes should be reviewed and their distribution managed on a priority and responsibility basis. Makes travel arrangements for the General Manager and Director of Sales. Distributes event tickets to clients and Account Executives. Arranges catering for sporting events. Assists the General Manager in development and preparation of station presentations and sales presentations. EA also works with other departments in the preparation of presentations as requested. Other duties as assigned by supervisor.

Qualifications Necessary: College degree preferred. At least 3 years' senior administrative assistant experience. Excellent telephone skills and a professional tone of voice. Good customer service and interpersonal skills. Exceptional verbal and written communication skills. Proficient in various software applications including, but not limited to, Excel and Word. Detail orientation and accuracy. Familiarity with a variety of office equipment (copier, fax machine, etc.).

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

Application Deadline: 07/03/07

Ad Copy (exactly as you want it to read): WXIN FOX 59 and WTTV CW4 seek an Executive Assistant to be the initial point of communication with the General Manager and provide superior administrative support to the GM and Director of Sales. Successful candidate will be responsible for a wide variety of duties including coordinating the GM's and DOS's calendar, conference calls, and travel itineraries, as well as creating reports and composing letters and other documents. Must be able to work independently in a high pressure, deadline sensitive environment and be able to resolve a variety of complex requests. College degree preferred and at least 3 years previous senior administrative assistant experience required. Good customer service and interpersonal skills, exceptional communication skills, proficiency in a variety of software applications and detail orientation and accuracy required. Send resume with cover letter including salary requirements to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to: station web sites, Indianapolis Recorder, Tribune/Careerbuilder, minority/university contact listing

WXIN/WTTV-TV POSITION DESCRIPTION

POSITION: Asst, Executive

DATE: 07/01/07

DEPARTMENT: General & Administrative

REPORTS TO: VP/General Manager

ROLE Acts as primary, initial point of communication with the Administrative Offices of the television station. Provides administrative and clerical support to Vice President/General Manager and Director of Sales.

RESPONSIBILITIES

- Greets guests who visit the General Manager, making sure that all guests are greeted and taken care of in a professional, friendly and expeditious manner.
- Maintains and oversees the schedule of appointments for the General Manager.
- Assembles materials necessary for the completion of weekly and monthly and station reports as assigned by the General Manager.
- Coordinates facilities, materials and catering for all meetings at the station as determined by the General Manager.
- Coordinates external station events, such as holiday parties and picnics.
- Keeps administration files and the working files of the General Manager current, complete and in alphabetical order.
- Ensures daily newspapers requested by the General Manager are delivered first thing in the morning to the General Manager's office.
- Reviews all mail and correspondence directed to the office of the General Manager. Mail and inquiries that can be routed to other departments should be routed with appropriate follow up to insure follow through.
- Reviews and delivers daily industry faxes and weekly trade publications to the General Manager.
- Facilitates the start of meetings and appointments on the General Manager's schedule. If a meeting is running late, it is the responsibility of the EA to communicate with all meeting participants as to the revised start time of the meeting.
- Takes a leadership role in station projects as requested by the General Manager.
- Prepares the General Manager and Director of Sales expense reports and monitors them through the system.
- Assists in managing the flow of communication in and out of the General Manager's office. Requests for information and meetings should receive prompt attention and follow through. Incoming phone messages should be managed as to their priority and the information requested. All faxes should be reviewed and their distribution managed on a priority and responsibility basis.
- Makes travel arrangements for the General Manager and Director of Sales.
- Distributes event tickets to clients and Account Executives.
- Arranges catering for sporting events.
- Assists the General Manager in development and preparation of station presentations and sales presentations. EA also works with other departments in the preparation of presentations as requested.
- Other duties as assigned by supervisor.

REQUIREMENTS/QUALIFICATIONS

- College degree preferred. At least 3 years' senior administrative assistant experience.
- Excellent telephone skills and a professional tone of voice.
- Good customer service and interpersonal skills.
- Exceptional verbal and written communication skills.
- Proficient in various software applications including, but not limited to, Excel and Word.
- Detail orientation and accuracy.

- Familiarity with a variety of office equipment (copier, fax machine, etc.).

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: Tuesday, June 19, 2007 9:37 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: Davison, Kim S.
Subject: FOX 59/CW 4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for an **Executive Assistant** in our **General and Administrative 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.

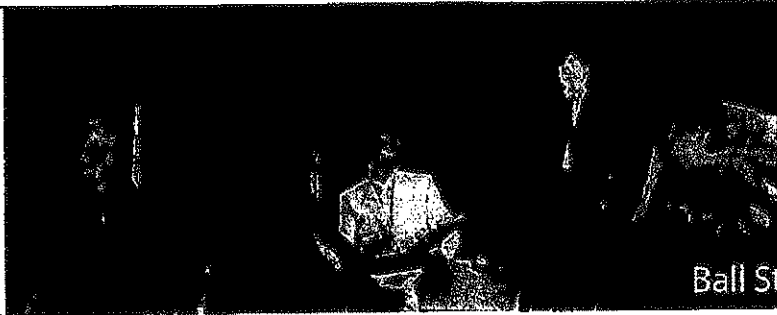
To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will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

6/19/2007



Executive Assistant

Position Information

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

Division: WXIN/WTTV, Fox 59 & CW4

Title: Executive Assistant

Number of Openings: 1

Description: Acts as primary, initial point of communication with the Administrative Offices of the television station. Provides administrative and clerical support to Vice President/General Manager and Director of Sales. Maintains and oversees the schedule of appointments for the General Manager. Assembles materials necessary for the completion of weekly and monthly and station reports. Coordinates facilities, materials and catering for station meetings. Coordinates external station events, such as holiday parties and picnics. Keeps administration files and the working files of the General Manager current, complete and in alphabetical order. Ensures daily newspapers requested by the General Manager are delivered first thing in the morning to the General Manager's office. Reviews mail and correspondence directed to the office of the General Manager. Reviews and delivers daily industry faxes and weekly trade publications to the General Manager. Facilitates the start of meetings and appointments on the General Manager's schedule. Takes a leadership role in station projects as requested by the General Manager. Prepares the General Manager and Director of Sales expense reports and monitors them through the system. Assists in managing the flow of communication in and out of the General Manager's office. Requests for information and meetings should receive prompt attention and follow through. Incoming phone messages should be managed as to their priority and the information requested. All faxes should be reviewed and their distribution managed on a priority and responsibility basis. Makes travel arrangements for the General Manager and Director of Sales. Distributes event tickets to clients and Account Executives. Arranges catering for sporting events. Assists the General Manager in development and preparation of station presentations and sales presentations. EA also works with other departments in the preparation of presentations as requested. Other duties as assigned by supervisor.

Location: Location

Application Status

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

Important Dates

Posted On:
Jun 19, 2007

Applications Accepted Until:
Jul 03, 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.

City
Indianapolis
State
Indiana
Country
United States

Position Type: Professional Employment

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Office Administration

Qualification: College degree preferred. At least 3 years' senior administrative assistant experience. Excellent telephone skills and a professional tone of voice. Good customer service and interpersonal skills. Exceptional verbal and written communication skills. Proficient in various software applications including, but not limited to, Excel and Word. Detail orientation and accuracy. Familiarity with a variety of office equipment (copier, fax machine, etc.).

Send resume with cover letter including salary requirements to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

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WXIN-FOX 59/WTTV-CW 4

Function	Not Specified, Other
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	Executive Assistant
Job Description	<p>Acts as primary, initial point of communication with the Administrative Offices of the television station. Provides administrative and clerical support to Vice President/General Manager and Director of Sales. Maintains and oversees the schedule of appointments for the General Manager. Assembles materials necessary for the completion of weekly and monthly and station reports. Coordinates facilities, materials and catering for station meetings. Coordinates external station events, such as holiday parties and picnics. Keeps administration files and the working files of the General Manager current, complete and in alphabetical order. Ensures daily newspapers requested by the General Manager are delivered first thing in the morning to the General Manager's office. Reviews mail and correspondence directed to the office of the General Manager. Reviews and delivers daily industry faxes and weekly trade publications to the General Manager. Facilitates the start of meetings and appointments on the General Manager's schedule. Takes a leadership role in station projects as requested by the General Manager. Prepares the General Manager and Director of Sales expense reports and monitors them through the system. Assists in managing the flow of communication in and out of the General Manager's office. Requests for information and meetings should receive prompt attention and follow through. Incoming phone messages should be managed as to their priority and the information requested. All faxes should be reviewed and their distribution managed on a priority and responsibility basis. Makes travel arrangements for the General Manager and Director of Sales. Distributes event tickets to clients and Account Executives. Arranges catering for sporting events. Assists the General Manager in development and preparation of station presentations and sales presentations. EA also works with other departments in the preparation of presentations as requested. Other duties as assigned by supervisor.</p>

College degree preferred. At least 3 years' senior administrative assistant experience. Excellent telephone skills and a professional tone of voice. Good customer service and interpersonal skills. Exceptional verbal and written communication skills. Proficient in various software applications including, but not limited to, Excel and Word. Detail orientation and accuracy. Familiarity with a variety of office equipment (copier, fax machine, etc.).

Send resume with cover letter including salary requirements 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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- 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](#)

Executive Assitant posted: Jun 19 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 preferred. At least 3 years' senior administrative assistant experience. Excellent telephone skills and a professional tone of voice. Good customer service and interpersonal skills. Exceptional verbal and written communication skills. Proficient in various software applications including, but not limited to, Excel and Word. Detail orientation and accuracy. Familiarity with a variety of office equipment (copier, fax machine, etc.).

Job Description:

Acts as primary, initial point of communication with the Administrative Offices of the television station. Provides administrative and clerical support to Vice President/General Manager and Director of Sales. Maintains and oversees the schedule of appointments for the General Manager. Assembles materials necessary for the completion of weekly and monthly and station reports. Coordinates facilities, materials and catering for station meetings. Coordinates external station events, such as holiday parties and picnics. Keeps administration files and the working files of the General Manager current, complete and in alphabetical order. Ensures daily newspapers requested by the General Manager are delivered first thing in the morning to the General Manager's office. Reviews mail and correspondence directed to the office of the General Manager. Reviews and delivers daily industry faxes and weekly trade publications to the General Manager. Facilitates the start of meetings and appointments on the General Manager's schedule. Takes a leadership role in station projects as requested by the General Manager. Prepares the General Manager and Director of Sales expense reports and monitors them through the system. Assists in managing the flow of communication in and out of the General Manager's office. Requests for information and meetings should receive prompt attention and follow through. Incoming phone messages should be managed as to their priority and the information requested. All faxes should be reviewed and their distribution managed on a priority and responsibility basis. Makes travel arrangements for the General Manager and Director of Sales. Distributes event tickets to clients and Account Executives. Arranges catering for sporting events. Assists the General Manager in development and preparation of station presentations and sales presentations. EA also works with other departments in the preparation of presentations as requested. Other duties as assigned by supervisor.

Send resume with cover letter including salary requirements to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278.
EOE.

EOE

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Job Status:

Full-Time

Job Function:

Administrative/Support Services, Not Specified, Other

Period Of Employment:

Not Specified

Cover Letter Required:

Yes

Other Requested Materials:

Send resume with cover letter including salary requirements 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

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: June 19, 2007
RE: AD PLACEMENT

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

EXECUTIVE PRODUCER

WXIN FOX 59 seeks Executive Producer for the Emmy-winning *Fox 59 News at Ten*. Successful candidate will have at least 5 years previous producing experience or executive producing experience in a smaller market. Degree in broadcast journalism or equivalent related experience, familiarity with ENG/SNG operations, demonstrated leadership and motivational skills, effective communication skills, and the ability to excel in the fast-paced, pressure filled environment of live television required. Send resume with cover letter including salary history, position desired and referral source, plus a non-returnable VHS or DVD with your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EXECUTIVE ASSISTANT

WXIN FOX 59 and WTTV CW4 seek an Executive Assistant to be the initial point of communication with the General Manager and provide superior administrative support to the GM and Director of Sales. Successful candidate will be responsible for a wide variety of duties including coordinating the GM's and DOS's calendar, conference calls, and travel itineraries, as well as creating reports and composing letters and other documents. Must be able to work independently in a high pressure, deadline sensitive environment and be able to resolve a variety of complex requests. College degree preferred and at least 3 years previous senior administrative assistant experience required. Good customer service and interpersonal skills, exceptional communication skills, proficiency in a variety of software applications and detail orientation and accuracy required. Send resume with cover letter including salary requirements 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!

EXECUTIVE ASSISTANT

WXIN FOX 59 CW/4 seek an Executive Assistant to be the initial point of communication with the General Manager and provide superior administrative support to the GM and Director of Sales. Successful candidate will be responsible for a wide variety of duties including coordinating the GM's and DOS's calendar, conference calls, and travel itineraries, as well as creating reports and composing letters and other documents. Must be able to work independently in a high pressure, deadline sensitive environment and be able to resolve a variety of complex requests. College degree preferred and at least 3 years previous senior administrative assistant service required. Good customer service and interpersonal skills, orientation and accuracy required. Send resume with cover letter including salary requirements to:

Human Resources
WXIN-TV
6910 Network Place
Indianapolis, IN 46278
EOE

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POSITION AVAILABLE

Date Submitted	07/23/07
Department	Sales
Position	Account Executive
Date Available	Immediately

Job Description: Maximizes revenue from existing accounts and meets or exceeds budget. Develops new business and meets or exceeds new business budget. Compiles and presents comprehensive and creative sales presentations. Acts as media specialist for clients. Completes requested reports in a thorough and timely manner. Exhibits a thorough understanding of the station's programming and competitive advantages. Represents the station in a professional manner. Delivers budgeted revenue goals as established by sales management. Other duties as assigned.

Qualifications Necessary: Two years previous broadcast sales experience required. College degree desired. Must have valid driver's license and a good driving record. Candidate will possess an assertive, enthusiastic attitude and be self-motivated. Strong communication, negotiation, computer, math and writing skills required.

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

Application Deadline: 07/09/07

Ad Copy (exactly as you wish it to read): WXIN FOX 59 seeks a local Account Executive with at least two years broadcast media experience. Candidates must be proven developers of new business and demonstrated ability to service existing accounts. Exceptional presentation and communication skills a must. Valid driver's license and good driving record required. Rush 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

Davison, Kim S.

From: Fischer, Greta
Sent: Wednesday, July 25, 2007 1:26 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 POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for an **Account Executive** 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.

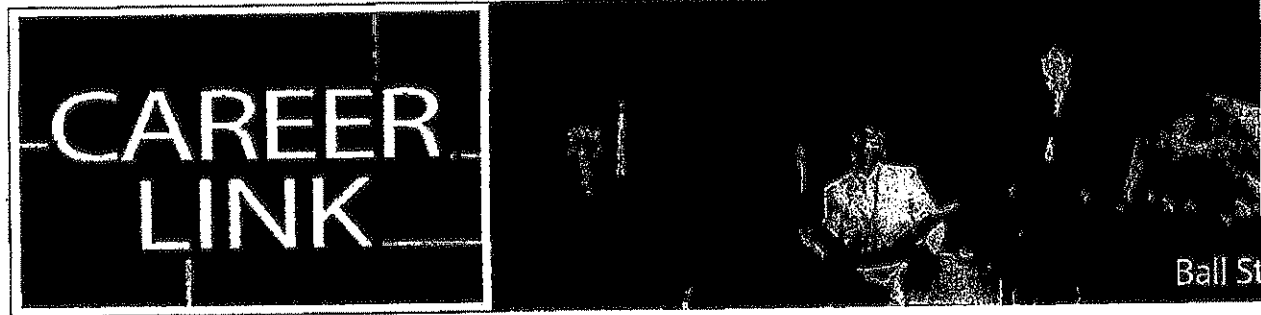
To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will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

Greta Fischer
(317) 632.5900
gfischer@tribune.com

7/25/2007



Account Executive

Position Information

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

Division: WXIN/WTTV, Fox 59 & CW4

Title: Account Executive

Number of Openings: 1

Description: Maximizes revenue from existing accounts and meets or exceeds budget. Develops new business and meets or exceeds new business budget. Compiles and presents comprehensive and creative sales presentations. Acts as media specialist for clients. Completes requested reports in a thorough and timely manner. Exhibits a thorough understanding of the station's programming and competitive advantages. Represents the station in a professional manner. Delivers 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): College of Communication, Information & Media/TCOM - Sales & Promotion

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Sales

Qualification: Two years previous broadcast sales experience required. College degree desired. Must have valid driver's license and a good driving record. Candidate will possess an assertive, enthusiastic attitude and be self-motivated. Strong communication, negotiation, computer, math and writing skills required.

Application Status

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

Important Dates

Posted On:
Jul 25, 2007

Applications Accepted Until:
Aug 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.

Rush 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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- Member Radio & TV Stations
- My Member Packet
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- Student Page
- Used Broadcast Equipment

CONTACTS:
 317-315-9811 (St. 161)
 Indianapolis, IN 46200
Phone Numbers:
 317-315-2077 (Indiana Only)
 317-315-1019 (Direct Line)
 317-315-0895 (Fax)
 Email:
 IBA@ibaind.com

Opportunities/Employment

[« Back to Job Listings](#)

Account Executive posted: Jul 25 2007

Start Date: Immediately

Emp Type: Full-Time

Location: Indianapolis

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

Contact Person: Human Resources

Required Skills:
Two years previous broadcast sales experience required. College degree desired. Must have valid driver's license and a good driving record. Candidate will possess an assertive, enthusiastic attitude and be self-motivated. Strong communication, negotiation, computer, math and writing skills required.

Job Description:
Maximizes revenue from existing accounts and meets or exceeds budget. Develops new business and meets or exceeds new business budget. Compiles and presents comprehensive and creative sales presentations. Acts as media specialist for clients. Completes requested reports in a thorough and timely manner. Exhibits a thorough understanding of the station's programming and competitive advantages. Represents the station in a professional manner. Delivers budgeted revenue goals as established by sales management. Other duties as assigned.

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

EOE

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WXIN-FOX 59/WTTV-CW 4

Function	Sales
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	Account Executive
Job Description	<p>Maximizes revenue from existing accounts and meets or exceeds budget. Develops new business and meets or exceeds new business budget. Compiles and presents comprehensive and creative sales presentations. Acts as media specialist for clients. Completes requested reports in a thorough and timely manner. Exhibits a thorough understanding of the station's programming and competitive advantages. Represents the station in a professional manner. Delivers budgeted revenue goals as established by sales management. Other duties as assigned.</p> <p>Two years previous broadcast sales experience required. College degree desired. Must have valid driver's license and a good driving record. Candidate will possess an assertive, enthusiastic attitude and be self-motivated. Strong communication, negotiation, computer, math and writing skills required.</p> <p>Rush resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.</p>

Contact Information

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

[Back](#)



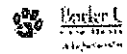
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Job Details

Job Title:
Account Executive

Opportunity Type:
Job

Description:
Maximizes revenue from existing accounts and meets or exceeds budget. Develops new business and meets or exceeds new business budget. Compiles and presents comprehensive and creative sales presentations. Acts as media specialist for clients. Completes requested reports in a thorough and timely manner. Exhibits a thorough understanding of the station's programming and competitive advantages. Represents the station in a professional manner. Delivers budgeted revenue goals as established by sales management. Other duties as assigned.

Two years previous broadcast sales experience required. College degree desired. Must have valid driver's license and a good driving record. Candidate will possess an assertive, enthusiastic attitude and be self-motivated. Strong communication, negotiation, computer, math and writing skills required.

Rush 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:
Sales

Period Of Employment:
Other

Cover Letter Required:
Yes

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

Interview Schedules

This job will not have an interview schedule attached.

Modification History

Last Modified: 7/25/07
By Greta Fischer (WXIN Fox 59)

Created: 7/25/07
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:
Business Administration, Communications, 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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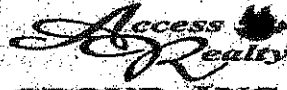
Ruthbeaver@kw.com

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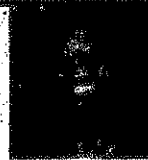
Monica L. Acoff, Broker/Realtor

6045 N. Michigan Rd. Indpls, IN 46228

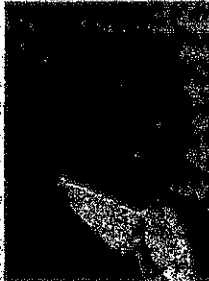
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@ www.applepiemtg.com

Pearl J. Brown-Douglas



Account Executive

WXIN FOX 59 seek local Account Executive with at least two years broadcast media experience.

Candidates must be proven develop new business and demonstrated ability service existing accounts. Exceptional presentation and communication skills must. Valid driver's license and driving record required. Rush resume with cover letter stating position desired and referral source to:

Human Resources,
WXIN-TV,
6910 Network Place,
Indianapolis, IN 46278.

EOE

Account Coordinator

WTTV-TV CW4 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 skill possible future account executive role. Bachelor's degree sales, marketing or related field prior sales experience preferred. communication, interpersonal, 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

Building Operations Manager

00030615

Campus Facility Services

This challenging position is responsible

POSITION AVAILABLE

Date Submitted	08/01/07
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 make goods. 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 and hearing.

Application Deadline: 08/15/07

Ad Copy (exactly as you wish it to read): WTTV-TV CW4 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, Indianapolis Recorder, Tribune company-wide posting, minority/university contact listing

Davison, Kim S.

From: Fischer, Greta

Sent: Wednesday, August 08, 2007 9:27 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: Davison, Kim S.

Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for an **Account Coordinator** 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.

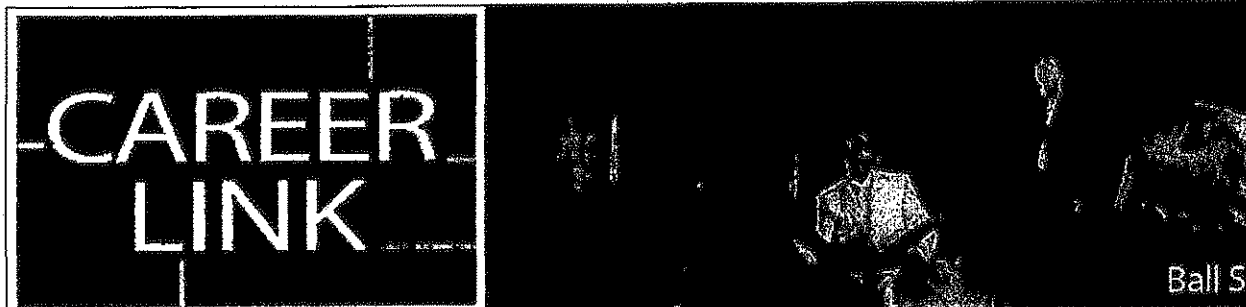
To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will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

Greta Fischer
(317) 632.5900
gfischer@tribune.com

8/13/2007



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.

Location: **Location**

City
Indianapolis

State
Indiana

Country
United States

Position Type: Professional Employment

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

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Advertising, Communications - Broadcasting, Sales

Application Status

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

Important Dates

Posted On:
Aug 08, 2007

Applications Accepted Until:
Aug 22, 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.

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.

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 (317) 532-0157 (Direct Line)
 (317) 532-0995 (Fax)
Email:
 (IBA)@indiana.org

Opportunities/Employment

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Account Coordinator posted: Aug 08 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
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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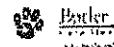
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Job Details

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:
Sales

Period Of Employment:
Not Specified

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: 8/08/07 By Greta Fischer (WXIN Fox 59)
Created: 8/08/07 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:
Communications, 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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Account Executive

WXIN FOX 59 seek local Account Executive with at least two years broadcast media experience.

Candidates must be proven developers of new business and demonstrated ability to service existing accounts. Exceptional presentation and communication skills a must. Valid driver's license and good driving record required. Rush resume with cover letter stating position desired

and referral source to:

Human Resources,
 WXIN-TV,
 6910 Network Place,
 Indianapolis, IN 46278.

EOE

Account Coordinator

WTTV-TV CW4 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

Building Operations Manager

00030615

Campus Facility Services

This challenging position is responsible for leading Facility Operations in implementing and continuously improving building maintenance and custodial services at



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- Supervise all the Reuse Au
- Make present reuse plan an

A minimum of 3 to

Davison, Kim S.

From: Davison, Kim S.
Sent: Wednesday, August 15, 2007 1:14 PM
To: gnewell@602communications.com
Subject: Job Opportunity

Mr. Newell,

Please post the following job to your job board. Application deadline is 08/27/07. Thank you!

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.

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



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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Graphic Designer

WXIN/WTTV-TV seeks Graphic Designer
Designer to work with new 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 the 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

Master Control Operator

Tribune Broadcasting seeks full-time Master Control Operators to work in our new Indianapolis Regional Operating Center. Two years in 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

This could be your ad

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: jobs@tvspy.com
Sent: Wednesday, August 15, 2007 1:22 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=140

Job Title: Graphic Designer
Company/Station: WXIN-TV, Fox 59
Date Posted: 2007-08-15 13:21:52.0
Date Expires: 2007-08-29 13:21:52.0

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

Davison, Kim S.

From: jobs@tvjobs.com
Sent: Thursday, August 16, 2007 3:39 PM
To: Davison, Kim S.
Subject: TVJobs.com - Graphic Designer job auto-posted

JOB POSTING NOTIFICATION FROM TVJOBS

Kim Davison,

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

Station : WXIN
Position: Graphic Designer
Category: Graphic Design
Database: Television
Job ID : TVJ#34086645
Posted : 8/16/2007
Expires : 8/27/2007
Status : Registered Employer - Job Re-instated Ad Text :

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 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=7588681585044673>

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

- "Graphic Designer" 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	
Graphic Designer	8/16/2007	8/27/2007	1	0	11	Kim Davison	Modify	Expire
Master Control Operator	8/16/2007	8/31/2007	1	0	15	Kim Davison	Modify	Expire
Assignment Editor	8/15/2007	8/27/2007	2	13	11	Kim Davison	Modify	Expire

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Davison, Kim S.

From: Sandy Lizik [slizik@602communications.com]
Sent: Friday, August 17, 2007 2:47 PM
To: Davison, Kim S.
Subject: WXIN/WTTV Job Opportunity

Hi Kim. I received your job listing and have posted it in the Marketing Ideanet and on our website at:
<<http://www.602communications.com>>.

Good luck with your search and let me know if I can be of any further help. I hope you find someone great to fill your position.

Sandy Lizik

>>
>>Mr. Newell,
>>
>>Please post the following job to your job board. Application deadline
>>is 08/27/07. Thank you!
>>

>>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.

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

>
>--
>
>
>Graeme Newell
>602 Communications
>1011 Lyndhurst Falls Lane
>Knightdale, NC 27545
>(919) 217-4438 office/cell
>(407) 540-9336 efax
>gnewell@602communications.com
><http://www.602communications.com/>

POSITION AVAILABLE

Date Submitted: 08/13/07
Department: Creative Services
Position: Graphic Designer
Date Available: Immediately

Job Description: To design, animate and produce on-air graphics for Fox 59 News, Fox 59 entertainment properties and CW4 entertainment properties for use in-show or in promotional announcements. Design and produce logos, P.O.P. displays and print materials as directed by Creative Services Director. Design and produce graphics for use on station Internet properties. Design and produce daily graphics for 10pm News or Fox 59 AM. Design sales one-sheets and print collateral as assigned. Other duties as assigned by supervisor.

Qualifications Necessary: Strong knowledge of Adobe Photoshop and After Effects required. Knowledge of Lightwave and Illustrator preferred. Bachelor's degree in Graphic Design/Visual Communication or equivalent experience. At least 2 years experience working in the design field required. Knowledge of Macromedia Flash a plus. Strong visual and communication skills. Ability to work well under pressure. May work a sunrise or late evening shift, some weekends may be required.

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

Application Deadline: 08/27/07

Ad Copy (exactly as you wish it to read): 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.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Indianapolis Recorder, Regional Newspapers (Evansville, Terre Haute, Lafayette, South Bend), ~~Herren Art School~~, minority organization/university listing, Medialine, Graeme Newell, TVJobs.com

WXIN/WTTV-TV POSITION DESCRIPTION

POSITION: Graphic Designer

DATE: 08/13/07

DEPARTMENT: Creative Services

REPORTS TO: Dir, Creative Services

ROLE To design, animate and produce on-air graphics for Fox 59 News, Fox 59 entertainment properties and CW4 entertainment properties for use in-show or in promotional announcements. Design and produce logos, P.O.P. displays and print materials as directed by Creative Services Director. Design and produce graphics for use on station Internet properties.

RESPONSIBILITIES

- Design and produce daily graphics for 10pm News or Fox 59 Morning News.
- Design and produce graphics, animations, and logos for News packages and promotional announcements.
- Design and produce print needs for station as assigned.
- Design and build POP for station as assigned.
- Design sales one-sheets and print collateral as assigned.
- Other duties as assigned by supervisor.

REQUIREMENTS/QUALIFICATIONS

- Strong knowledge of Adobe Photoshop required.
- Strong knowledge of Adobe After Effects required.
- Knowledge of Lightwave or similar 3D animation software.
- Bachelor's degree in Graphic Design/Visual Communication or equivalent experience.
- 2 yrs. experience working in a design environment required.
- Knowledge of Adobe Flash a plus.
- Strong visual and communication skills.
- Must possess a positive, pro-active, team-focused attitude.
- Ability to work well under pressure.
- May work an early sunrise shift and/or evening and weekends.

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, 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
gfischer@tribune.com

Greta Fischer
(317) 632.5900
gfischer@tribune.com

8/13/2007



Graphic Designer

Position Information

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

Division: WXIN/WTTV, Fox 59 & CW4

Title: Graphic Designer

Number of Openings: 1

Description: To design, animate and produce on-air graphics for Fox 59 News, Fox 59 entertainment properties and CW4 entertainment properties for use in-show or in promotional announcements. Design and produce logos, P.O.P. displays and print materials as directed by Creative Services Director. Design and produce graphics for use on station Internet properties. Design and produce daily graphics for 10pm News or Fox 59 AM. Design sales one-sheets and print collateral as assigned. Other duties as assigned by supervisor.

Location: **Location**

City
Indianapolis

State
Indiana

Country
United States

Position Type: Professional Employment

Desired Major(s): College of Fine Arts/Art - Graphic Design

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Communications - Broadcasting, Communications - Journalism/Pub, Communications - Web Development, Graphic & Commercial Arts

Qualification: Strong knowledge of Adobe Photoshop and After Effects required. Knowledge of Lightwave and Illustrator preferred. Bachelor's degree in Graphic Design/Visual Communication or equivalent experience. At least 2 years experience working in the design field required. Knowledge of

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.

Macromedia Flash a plus. Strong visual and communication skills. Ability to work well under pressure. May work a sunrise or late evening shift, some weekends may be required.

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.

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- Member Radio & TV Stations
- My Member Packet
- Publications
- Student Page
- Used Broadcast Equipment

100 N. Capitol Blvd., Suite 400
 Indianapolis, IN 46204
 Phone: (317) 634-2800
 Fax: (317) 634-2801
 Email: info@indianabroadcasters.org
www.indianabroadcasters.org

Opportunities/Employment

[« Back to Job Listings](#)

Graphic Designer posted: Aug 14 2007 Yo

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:
Strong knowledge of Adobe Photoshop and After Effects required. Knowledge of Lightwave and Illustrator preferred. Bachelor's degree in Graphic Design/Visual Communication or equivalent experience. At least 2 years experience working in the design field required. Knowledge of Macromedia Flash a plus. Strong visual and communication skills. Ability to work well under pressure. May work a sunrise or late evening shift, some weekends may be required.

Job Description:
To design, animate and produce on-air graphics for Fox 59 News, Fox 59 entertainment properties and CW4 entertainment properties for use in-show or in promotional announcements. Design and produce logos, P.O.P. displays and print materials as directed by Creative Services Director. Design and produce graphics for use on station Internet properties. Design and produce daily graphics for 10pm News or Fox 59 AM. Design sales one-sheets and print collateral as assigned. Other duties as assigned by supervisor.

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.

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WXIN-FOX 59/WTTV-CW 4

Function	Creative / Design
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	Graphic Designer
Job Description	<p>Strong knowledge of Adobe Photoshop and After Effects required. Knowledge of Lightwave and Illustrator preferred. Bachelor's degree in Graphic Design/Visual Communication or equivalent experience. At least 2 years experience working in the design field required. Knowledge of Macromedia Flash a plus. Strong visual and communication skills. Ability to work well under pressure. May work a sunrise or late evening shift, some weekends may be required.</p> <p>To design, animate and produce on-air graphics for Fox 59 News, Fox 59 entertainment properties and CW4 entertainment properties for use in-show or in promotional announcements. Design and produce logos, P.O.P. displays and print materials as directed by Creative Services Director. Design and produce graphics for use on station Internet properties. Design and produce daily graphics for 10pm News or Fox 59 AM. Design sales one-sheets and print collateral as assigned. Other duties as assigned by supervisor.</p> <p>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.</p>

Contact Information

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

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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:

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.



POSITION AVAILABLE

Date Submitted	08/23/07
Department	News
Position	Sports Reporter/Producer
Date Available	Immediately

Job Description: Line produces sportscasts and sports specials. Writes and/or proofreads stories on assigned broadcasts. Contributes ideas for possible stories. Develops sources and contacts within area sports teams in order to gather information for sports packages and live shots. Reports and performs sports anchor duties as needed for newscasts and other programs produced by the station. Reads newspapers and magazines to stay informed on current events. Works with producers, reporters and associate producers on assigned news broadcast. Monitors news feeds when necessary. Answer viewer phone calls and mail. Performs public speaking engagements and makes other appearance deemed important to the station image by management. Responsible for knowledge of producing/writing sportscasts. Other duties as assigned by supervisor.

Qualifications Necessary: Bachelor's degree preferred; live reporting experience and prior newsroom experience required. Multi-tasking ability, knowledge of and passion for sports and creativity a must. Experience in sports videography a plus. Effective writer. Good organizational skills. Valid driver's license and good driving record.

List any Physical Requirements or Restrictions (for major responsibilities of position):
Vision and hearing. Ability to lift up to 50 lbs.

Application Deadline: 09/07/07

Ad Copy (exactly as you wish it to read): FOX 59's Emmy-award winning 10pm newscast seeks Sports Reporter/Producer to cover prep, college and professional sports teams, including the World Champion Indianapolis Colts. Will participate in the production of nightly sportscast, weekly sports shows and specials. Will write scripts and complete show preparation through information gathering, script proofing, and graphic selection. Successful candidate will also fill in as sports anchor. Bachelor's degree preferred; prior reporting and producing experience required. Multi-tasking ability, creativity, and knowledge of and passion for sports a must. Experience in sports videography a plus. Send resume with cover letter stating position desired and referral source along with a non-returnable VHS or DVD with samples of your latest work 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): Indianapolis Recorder, minority organization/university listing, Medialine, Inside Track, TV Spy

Davison, Kim S.

From: Fischer, Greta
Sent: Monday, August 27, 2007 11:14 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: Davison, Kim S.; 'benedic@iupui.edu'
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Sports Producer** 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

8/27/2007



Sports Reporter/Producer

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)
 Division: WXIN/WTTV, Fox 59 & CW4
 Title: Sports Reporter/Producer

Number of Openings: 1

Description: Line produces sportscasts and sports specials. Writes and/or proofreads stories on assigned broadcasts. Contributes ideas for possible stories. Develops sources and contacts within area sports teams in order to gather information for sports packages and live shots. Reports and performs sports anchor duties as needed for newscasts and other programs produced by the station. Reads newspapers and magazines to stay informed on current events. Works with producers, reporters and associate producers on assigned news broadcast. Monitors news feeds when necessary. Answer viewer phone calls and mail. Performs public speaking engagements and makes other appearance deemed important to the station image by management. Responsible for knowledge of producing/writing sportscasts. 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/TCOM - Production, College of Communication, Information & Media/TCOM - News, College of Communication, Information & Media/TCOM - Film & Television Studies, College of Communication, Information & Media/Journalism - News/Editorial

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:
 Aug 27, 2007
Applications Accepted Until:
 Sep 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.

Job Function: Communications - Broadcasting

Qualification: Bachelor's degree preferred; live reporting experience and prior newsroom experience required. Multi-tasking ability, knowledge of and passion for sports and creativity a must. Experience in sports videography a plus. Effective writer. Good organizational skills. Valid driver's license and good driving record.

Send resume with cover letter stating position desired and referral source along with a non-returnable VHS or DVD with samples of your latest work to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278.
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- My Member Packet
- Publications
- Student Page
- Used Broadcast Equipment

Opportunities/Employment

[« Back to Job Listings](#)

Sports Reporter/Producer posted: Aug 27 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 preferred; live reporting experience and prior newsroom experience required. Multi-tasking ability, knowledge of and passion for sports and creativity a must. Experience in sports videography a plus. Effective writer. Good organizational skills. Valid driver's license and good driving record.

Job Description:

Line produces sportscasts and sports specials. Writes and/or proofreads stories on assigned broadcasts. Contributes ideas for possible stories. Develops sources and contacts within area sports teams in order to gather information for sports packages and live shots. Reports and performs sports anchor duties as needed for newscasts and other programs produced by the station. Reads newspapers and magazines to stay informed on current events. Works with producers, reporters and associate producers on assigned news broadcast. Monitors news feeds when necessary. Answer viewer phone calls and mail. Performs public speaking engagements and makes other appearance deemed important to the station image by management. Responsible for knowledge of producing/writing sportscasts. Other duties as assigned by supervisor.

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

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WXIN-FOX 59/WTTV-CW 4

Function	Writing, Not Specified, Other
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	Sports Reporter/Producer
Job Description	Bachelor's degree preferred; live reporting experience and prior newsroom experience required. Multi-tasking ability, knowledge of and passion for sports and creativity a must. Experience in sports videography a plus. Effective writer. Good organizational skills. Valid driver's license and good driving record.

Line produces sportscasts and sports specials. Writes and/or proofreads stories on assigned broadcasts. Contributes ideas for possible stories. Develops sources and contacts within area sports teams in order to gather information for sports packages and live shots. Reports and performs sports anchor duties as needed for newscasts and other programs produced by the station. Reads newspapers and magazines to stay informed on current events. Works with producers, reporters and associate producers on assigned news broadcast. Monitors news feeds when necessary. Answer viewer phone calls and mail. Performs public speaking engagements and makes other appearance deemed important to the station image by management. Responsible for knowledge of producing/writing sportscasts. Other duties as assigned by supervisor.

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

Contact Information

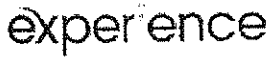
Employer : WXIN-FOX 59/WTTV-CW 4
Address : 6910 Network Place
Indianapolis IN 46278 US

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Job Details

Job Title:
Sports Reporter/Producer

Opportunity Type:
Job

Description:
Bachelor's degree preferred; live reporting experience and prior newsroom experience required. Multi-tasking ability, knowledge of and passion for sports and creativity a must. Experience in sports videography a plus. Effective writer. Good organizational skills. Valid driver's license and good driving record.

Line produces sportscasts and sports specials. Writes and/or proofreads stories on assigned broadcasts. Contributes ideas for possible stories. Develops sources and contacts within area sports teams in order to gather information for sports packages and live shots. Reports and performs sports anchor duties as needed for newscasts and other programs produced by the station. Reads newspapers and magazines to stay informed on current events. Works with producers, reporters and associate producers on assigned news broadcast. Monitors news feeds when necessary. Answer viewer phone calls and mail. Performs public speaking engagements and makes other appearance deemed important to the station image by management. Responsible for knowledge of producing/writing sportscasts. Other duties as assigned by supervisor.

Send resume with cover letter stating position desired and referral source along with a non-returnable VHS or DVD with samples of your latest work 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

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: 8/27/07
By Greta Fischer (WXIN Fox 59)

Created: 8/27/07
By Greta Fischer (WXIN Fox 59)

Send resume with cover letter stating position desired and referral source along with a non-returnable VHS or DVD with samples of your latest work 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:

Journalism, Telecommunication Arts

Student Status:

Alumnus/a

Application Method

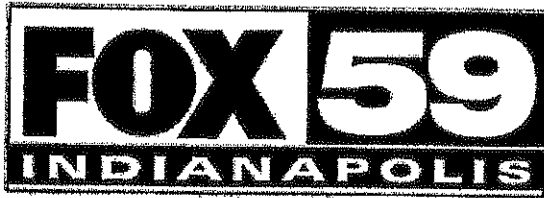
Do you want students to apply to this job online (via eRecruiting)?

Yes

How do you want to receive applications?

Email each application as it is submitted.





TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Kim Davison, Human Resources
DATE: August 27, 2007
RE: AD PLACEMENT

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

SPORTS REPORTER/PRODUCER

FOX 59's Emmy-award winning 10pm newscast seeks Sports Reporter/Producer to cover prep, college and professional sports teams, including the World Champion Indianapolis Colts. Will participate in the production of nightly sportscast, weekly sports shows and specials. Will write scripts and complete show preparation through information gathering, script proofing, and graphic selection. Successful candidate will also fill in as sports anchor. Bachelor's degree preferred; prior reporting and producing experience required. Multi-tasking ability, creativity, and knowledge of and passion for sports a must. Experience in sports videography a plus. Send resume with cover letter stating position desired and referral source along with a non-returnable VHS or DVD with samples of your latest work 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!

ool successful.

sent to Human Resources,
by September 15, 2007

Richard School
7644th Street
Indianapolis, IN 46260
www.richard.org

External Relations, Indiana
The Director of Member
directs activities that support
positive relations with
grantmakers Alliance's key
grantmaking members, the larger
sector in Indiana, policy makers,
public. This includes activities to
venue to support achievement of
Alliance's mission. Respond with
and salary requirements to
rs@indianagrants.org
September 15, 2007.

see full position description at
www.indianagrants.org/resources/employment.cfm

**s Development
Project Leader**

pt. of Correction is seeking a
Project Leader for our new
Responsibilities of the position
but not limited to:

labor solutions for
service providers
sales strategies
business partnerships; State-wide
sales approach targeting
R Directors.

assess 5 yrs. professional experience
in; development; or
sales experience a plus.
72 annually with excellent medical,
benefits, paid holidays, vacation, sick,

Interested candidates apply to:
[IndianaStateJobs.org](http://www.IndianaStateJobs.org)
Phone number: 548998

EOE

FT - 11am-8pm, Mon-Fri and Saturdays 7am-4pm
PT - Various hours, including most evenings and Saturdays
Respond to customer inquiries; process incoming
customer calls in a timely manner; and perform cashier duties as
needed. Requires a HS diploma/GED; strong communication
skills; and familiarity with Windows applications. Spanish fluency
is a plus. Must have previous Customer Service experience,
preferably in call center. Starting salary \$28,300.
Qualified candidates should submit resume to:
Citizens Gas, Attn: Employment Dept, 2020 N.
Meridian Street, Indianapolis, IN 46202
or fax to 317-921-4159 or email to
employment@cgcu.com

Sports Reporter/Producer

Fox 58's Emmy-award winning 10pm
newscast seeks Sports Reporter/
Producer to cover prep, college and
professional sports teams, including the
World Champion Indianapolis Colts.
Will participate in the production of
nightly sportscast, weekly sports shows
and specials. Will write scripts and
complete show preparation through
information gathering, script proofing,
and graphic selection. Successful
candidate will also fill in as sports anchor.
Bachelor's degree preferred; prior
reporting and producing experience
required. Multi-tasking ability, creativity,
and knowledge of and passion for
sports a must.

Experience in sports videography a plus.
Send resume with cover letter stating
position desired and referral source along
with a non-returnable VHS or DVD with
samples of your latest work to:

Human Resources, WXIN-TV
6910 Network Place
Indianapolis, IN 46278
EOE

Apartment Communities
in Indianapolis are looking
for an experienced
janitorial and
maintenance personnel.
Candidates must be
versed in all facets of
building janitorial services
and capable of
performing basic
maintenance work orders.
Please send resume or
apply in person to
Maintenance Position,
8383 Craig Street #105,
Indianapolis, IN 46250 or
fax to 317-576-7982.

EOE

Classified

Davison, Kim S.

From: mark [mark@medialine.com]
Sent: Monday, August 27, 2007 10:17 AM
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 08/27/07

SPORTS REPORTER/PRODUCER

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

8/27/2007

Davison, Kim S.

From: Davison, Kim S.
Sent: Monday, August 27, 2007 10:08 AM
To: Medialine@medialine.com
Subject: Job Opportunity

Mark,

Please post the following position on Medialine as soon as possible. Application deadline is 09/07/07. Thank you!

FOX 59's Emmy-award winning 10pm newscast seeks **Sports Reporter/Producer** to cover prep, college and professional sports teams, including the World Champion Indianapolis Colts. Will participate in the production of nightly sportscast, weekly sports shows and specials. Will write scripts and complete show preparation through information gathering, script proofing, and graphic selection. Successful candidate will also fill in as sports anchor. Bachelor's degree preferred; prior reporting and producing experience required. Multi-tasking ability, creativity, and knowledge of and passion for sports a must. Experience in sports videography a plus. Send resume with cover letter stating position desired and referral source along with a non-returnable VHS or DVD with samples of your latest work to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

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: jobs@tvspy.com
Sent: Monday, August 27, 2007 10:07 AM
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=160

Job Title: Sports Reporter/Producer
Company/Station: WXIN-TV, Fox 59
Date Posted: 2007-08-27 10:06:51.0
Date Expires: 2007-09-10 10:06:51.0

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

Davison, Kim S.

From: Maliska, Gavin
Sent: Friday, August 24, 2007 10:02 AM
To: Davison, Kim S.
Subject: RE: Open Position Req - Sports Reporter/Producer

Here's my version:

Fox 59's Emmy-award winning 10pm newscast seeks Sports Reporter/Producer to cover prep, college and professional sports teams, including the World Champion Indianapolis Colts. Will also participate in the production of nightly sportscast, weekly sports shows and specials. Will write scripts and complete show preparation through information gathering, script proofing, and graphic selection. Successful candidate will also fill in as sports anchor. Bachelor's degree preferred; prior reporting and producing experience required. Multi-tasking ability, creativity, and knowledge of and passion for sports a must. Experience in sports videography a plus. Send resume with cover letter stating position desired and referral source along with a non-returnable VHS or DVD with samples of your latest work to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.



Gavin Maliska

News Director
WXIN/Fox 59
6910 Network Place
Indianapolis, IN 46278
O: 317.687.6540
C: 317.979.2003
gmaliska@tribune.com

-----Original Message-----

From: Davison, Kim S.
Sent: Thursday, August 23, 2007 2:47 PM
To: Maliska, Gavin
Subject: Open Position Req - Sports Reporter/Producer

Attached. Please complete the highlighted portions and return to me ASAP. Below is the ad verbiage from last year. Please modify as you see necessary.

On another subject, would you please forward your response to Derek Scruggs for my security files? Thank you!

Fox 59's Emmy-award winning 10pm newscast seeks Sports Producer/Reporter to **[Maliska, Gavin]** cover prep, college and professional sports teams--including the World Champion Indianapolis Colts. Will also participate in the production of the nightly sportscast, weekly sports shows and specials. Will write scripts and complete show preparation such as information gathering, script proofing, and graphic selection. Successful candidate will also fill in as **[Maliska, Gavin]** sports anchor. Bachelor's degree preferred; prior newsroom experience required. Multi-tasking ability, creativity, and knowledge of and passion for sports a must. Experience in sports videography a plus. Send resume with cover letter stating position desired and referral source along with a non-returnable VHS or DVD with samples of your latest work to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Kim S. Davison
Human Resources Manager
WXIN FOX59/WTTV CW4

Davison, Kim S.

From: Fischer, Greta

Sent: Thursday, August 16, 2007 2:59 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/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Master Control Operator** in our **Engineering 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.

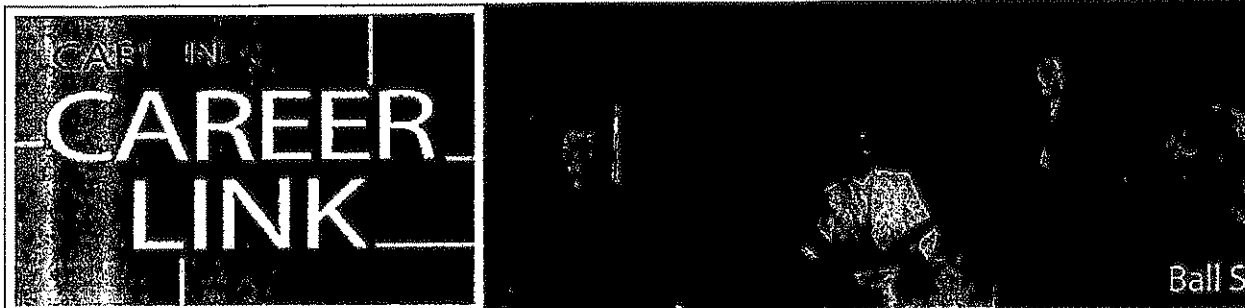
Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

Greta Fischer
(317) 632.5900
gfischer@tribune.com

8/16/2007



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: 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.

Location: **Location**

City
Indianapolis

State
Indiana

Country
United States

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media/TCOM - Production, College of Communication, Information & Media/TCOM - News, College of Communication, Information & Media/TCOM - Multimedia, College of Communication, Information & Media/TCOM - Film & Television Studies, College of Communication, Information & Media/TCOM - Corporate Media

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Communications - Broadcasting

Qualification: College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in a broadcast control room and/or live production experience required. Computer knowledge and/or automation systems (Louth) preferred. Operation of satellite dish and receiver

Application Status

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

Important Dates

Posted On:
Aug 16, 2007

Applications Accepted Until:
Aug 30, 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.

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/VVX/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.

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Opportunities/Employment

[« Back to Job Listings](#)

Master Control Operator posted: Aug 16 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 Telecommunications or equivalent experience preferred. At least 2 years experience in a broadcast control room and/or live production experience required. Computer knowledge and/or automation systems (Louth) 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/VVX/Pathfire) preferred.

Job Description:

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.

EOE

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WXIN-FOX 59/WTTV-CW 4

Function	Not Specified, Other
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	Master Control Operator
Job Description	<p>College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in a broadcast control room and/or live production experience required. Computer knowledge and/or automation systems (Louth) 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.</p> <p>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.</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>

Contact Information

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

[Back](#)



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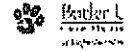
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Job Details

Job Title:

Master Control Operator

Opportunity Type:

Job

Description:

College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in a broadcast control room and/or live production experience required. Computer knowledge and/or automation systems (Louth) 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.

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

Compensation Type:

Paid

Job Status:

Full-Time

Job Function:

Broadcasting, Other

Period Of Employment:

Not Specified

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,

Interview Schedules

This job will not have an interview schedule attached.

Modification History

Last Modified: 8/16/07

By Greta Fischer (WXIN Fox 59)

Created: 8/16/07

By Greta Fischer (WXIN Fox 59)

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, 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.





TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Kim Davison, Human Resources
DATE: August 16, 2007
RE: AD PLACEMENT

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

MASTER CONTROL OPERATOR

Tribune Broadcasting seeks a full-time Master Control Operator 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.

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!

s Recorder

CLASSIFIEDS

PROFESSIONAL SERVICES

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 North College Ave
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 info@blackforestmotors.com

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 Dr. Richard Payne M.D.
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 22 East 52nd Street
 Indianapolis, IN 46205
 rpaynkerton.com

PSYCHIATRY/MENTAL HEALTH

Osman Clinic & Associates
 4040 West 86th Street
 Indianapolis, IN 46268
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 Psychotherapy, Psychopharmacology
 management and new career and life
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Call me today for the
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 2102 East 52nd St. • Indpls, IN 46205

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 e Hurt
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**This could be
 your ad
 Call The
 Indianapolis**

Graphic Designer

WXIN/WTTV-TV seeks Graphic Designer to work with new 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 the 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

Master Control Operator

Tribune Broadcasting seeks full-time Master Control Operators to work in our new Indianapolis Regional Operating Center. Two years in 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.



FAXED TO 574-232-1880

TO: Classified Advertising
FROM: Kim Davison, Human Resources
DATE: August 16, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisements in the *South Bend Tribune* on Sunday, August 26, 2007 under Professional. Please do not include any formatting upgrades or "add-on" services that would result in additional charges for the ad.

MASTER CONTROL OPERATOR

Tribune Broadcasting seeks a full-time Master Control Operator 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.

Please confirm receipt and provide proof copy for approval via fax at 317/715-2697 or email at KSDavison@tribune.com. Billing address is WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. Thank you!

cluding, proficiency in database, word processing and presentation software. Health Education, providing, developing, implementing, conducting, and evaluating health services on various subjects including HIV/AIDS, not limited to transmitted infections, tobacco cessation, hypertension, cardiovascular disease, and STD. Salary up to \$28,324 per year. Requirements on qualifications to work cooperatively with others and a minimum of two years' experience. A valid driver's license and automobile insurance are required. The position includes the possibility of overtime pay. Being partially paid health insurance, paid vacation, sick leave and holidays.

Apply by:
September 6, 2007
St. Joseph County Human Resources
207 West Jefferson
South Bend, Indiana 46601
EOE
www.stjosephcountyindiana.com/application.asp

Graphic Designer is seeking a flexible service to provide brief services to the St. Joseph County also on a case-by-case basis. The individual will also be responsible for social work or related social work knowledge of social service providers in social service is essential. A word processing, desktop publishing, email, application, and Microsoft Office is salary \$18.02 per hour. Please email resume to: dbrabant@scrcweb.org.
315 S. Washington Blvd.
South Bend, Indiana 46602
EOE

Master Control Operator
Tribune Broadcasting seeks a full-time Master Control Operator to work in our Chicago office. Two years in a broadcast control room and/or the production experience required. A minimum of 10 months of on-air production and operation of a plus degree, communications, experience in broadcast production, and ability to work independently during variable hours. Please email resume, including salary requirements, to: WJIMM@TNTV.com.
Network Plaza, Indianapolis, IN 46228. EOE

Production Scheduler
Mozyberg & Company, a leader in the commercial printing industry, is currently seeking an experienced Production Scheduler. This position requires a self-motivated individual with organized capabilities who manages multiple responsibilities in a very fast paced environment. At least four years of product handling experience within a printing industry, as well as processing knowledge of print work. A commercial degree in a related field with a minimum of four years of related experience.

We offer a competitive salary and a comprehensive benefits package which includes Short & Long Term Disability and Flexible Spending Account. For immediate consideration please apply in person or submit your resume to:
Mozyberg & Company
Human Resources Dept.
300 W. Sample Street
South Bend, IN 46601
hr@mozybergco.com

We are proud to be an Equal Opportunity Employer. We work to maintain a performance pre-employment appearance abuse testing.

COMMUNITY MANAGER
Domitium Management Services, the largest, premier day-care company in the Midwest, is currently seeking a Community Manager located in South Bend.

The Community Manager is responsible for overseeing the day-to-day operation of the property. The qualified candidate should expect three plus years of relevant Property Management and Section 42 tax credit experience preferred.

At Domitium Management Services, we offer a competitive salary, incentive plan, benefits package including a 401k.

Submit resume to:
Domitium Management Services, Inc.
2385 Follis Lane #100
Plymouth, MN 55447
domitiummnc.com
EOE/DFW/M

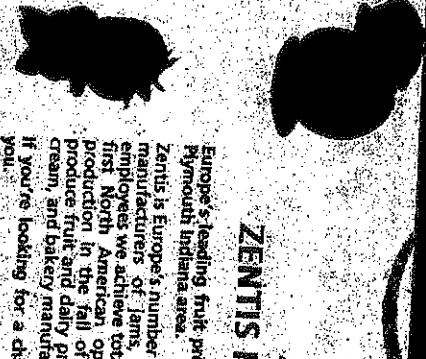
CLASSIFIED IS...
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HOURS: 7am-5pm Mon-Fri

Resources
No Experience, need Bachelor's Degree in Human Resources. You can have exceptional analytical, organizational and communication, including interpersonal and administrative coordination. Apply in person at:
Merritt
1926 Lincolnway East
South Bend, IN 46626

Assurance Services
United Guaranty Supply is seeking a highly motivated, experienced Assurance Services Representative. The successful candidate will have a thorough knowledge of the residential market with 4-6 years experience. This position requires a problem solver and a self-starter. United Guaranty Supply offers a competitive salary and a complete benefits package. Email resumes to: marketing@uwsupply.com or uwsupply.com

Recruitment
The Child United offers a competitive salary and a complete benefits package. Email resumes to: marketing@uwsupply.com or uwsupply.com

Recruitment
The Child United offers a competitive salary and a complete benefits package. Email resumes to: marketing@uwsupply.com or uwsupply.com



ZENTIS

ZENTIS HIRING FOR KEY POSITIONS

Europe's leading fruit processing company is offering new job opportunities in the Plymouth Indiana area.

Zentis is Europe's number one fruit processing company and one of the leading brand manufacturers of jams, confectionery and custard based dessert - with 1,500 employees we achieve total sales of approximately 800 million dollars. The company's production in the fall of this year, Zentis Food Solutions North America LLC will produce fruit and dairy preparations for a variety of customers including yogurt, ice cream, and bakery manufacturers.

If you're looking for a challenging, ground-floor opportunity, Zentis is looking for you.

www.zentis.com

NEW TODAY
Personal Lines Insurance Agency opening in South Bend. Looking for someone with 10+ years of experience. Call 800-932-9222 or Send resume to: Elkett, IN 46604

Looking For A Read Tribune Classifieds Everyday!

BANKRUPTCY ANALY
U.S. DEPARTMENT OF JUSTICE
OFFICE OF THE U.S. TRUSTEE
SOUTH BEND, INDIANA



FAXED TO 812-464-7487

TO: Classified Advertising
FROM: Kim Davison, Human Resources
DATE: August 16, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the *Evansville Courier & Press* on Sunday, August 26, 2007:

MASTER CONTROL OPERATOR

Tribune Broadcasting seeks a full-time Master Control Operator 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.

Please confirm receipt of this ad and provide proof copy via fax at 317/715-2697 or email at KSDavison@tribune.com. Billing address is WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. Thank you!

THE NEWS GAZETTE, INC.
AD AUTHORIZATION

Salesperson: JOHN GRYGIEL

Printed at 08/16/07 14:43

Acct#: 43981 Ad#: 805978 Status: N
WXIN-TV Start: 08/17/07 Stop: 08/22/07
6910 NETWORK PLACE Times Ord: 1 Times Run: ****
INDIANAPOLIS IN 46278 STD 1.00 X 30.00 Words: 85
Contact: KIM DAVISON Rate: CL Cost: 133.59
Phone: (317)715-2701 Class: 615 PROFESSIONAL
Fax#: Descript: MASTER CONTROL OPERATORS
Email: ksdavison@tribune.com Given by: KIM-EMAIL
Created: jgryg 08/16/07 14:38
Agency: Last Changed: jgryg 08/16/07 14:42

PUB	ZONE	ED	TP	START	INS	STOP	SMTWTFS
NG	A		97	S 08/17			
SH	A		97	S 08/22			
OL	A		97	S 08/17			

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

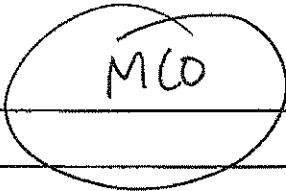
Name (print or type)

Name (signature)

**Master Control
Operators**

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-TV,
6910 Network Place,
Indianapolis, IN 46278.
EOE



Thursday, August 16, 2007 East Central Illinois

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<http://www.tvjobs.com/cgi-bin/JOB?ID=3558481765051676>

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.<<

To: Kim Davison

From: Classified Dept.

08/16/87

03:57pm

Page: 002

Ad Number: 4075362, Publication: TRIB

Magnification: 2X

Master Control Operator

Tribune Broadcasting seeks a full-time Master Control Operator 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.

The South Bend Tribune

Here is a proof of your ad. Please check the ad carefully and call with any correction

Date: 8/16/07 3:56:51PM

To: Kim Davison
Phone: 317-715-2701
Fax: 317-715-2697

From: Angie Peterson
Phone:
Fax:

Customer Information
FOX 59/ WXINWTTV-TV
6910 NETWROK PLACEK
NEW AUGUSTA, IN 46278

Notes:

Ad Information:

This ad will run in Classification: 2030 Administration/Professional
Ad Size: 1 columns wide by 1.86 inches deep - 26 total lines
Total Price: \$214.24
Ad Number: 4075362

This Ad will run in the following paper(s)

South Bend Tribune
Run Dates: 08/26/07

This Fax is Magnified: 2 X

Client:	981351	WXIN-TV	Phone:	(317) 632-5900 Ext: 0000
Address:	6910 NETWORK PL		INDIANAPOLIS, IN 46278	
Ad #	5302182	Requested By:	KIM DAVISON	Fax: (317) 715-2697
Sales Rep.:	53	Cathy Kappenman CLASS	Phone:	
		kappenmanc@courierpress.com	Fax:	
Class.:	1130	Broadcast - Journalism		
Start Date:	08/19/2007	End Date:	08/25/2007	Nb. of Inserts: 10
Publications:	Courier Company, Gleaner Daily, Jobs Sunday, On-Line			

Total Price: \$358.50

MASTER CONTROL OPERATOR

Tribune Broadcasting seeks a full-time Master Control Operator 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

Davison, Kim S.

From: hotjobs-admin@hotmail.com
Sent: Friday, August 17, 2007 7:12 AM
To: Davison, Kim S.
Subject: Your job has been posted.

YAHOO! hotjobs | Recruitment Center

Your job has been posted

Dear Kim Davison,

Your job, Master Control Operator, has been posted on Yahoo! Hotjobs and the Dayton Daily News Web site. It will be posted from 17 Aug 2007 through 16 Sep 2007.

Use this web address to edit your job:

<http://partner.hotjobs.yahoo.com/rdt/JP190.php?>

[JOB_ID=3242851&ACCOUNT_ID=576896&USER_ID=105882&VERSION=2&SIGNATURE=UzaQsMVkm3QOfuY6NAGrgg](http://partner.hotjobs.yahoo.com/rdt/JP190.php?JOB_ID=3242851&ACCOUNT_ID=576896&USER_ID=105882&VERSION=2&SIGNATURE=UzaQsMVkm3QOfuY6NAGrgg)

We recommend you provide a full description of the position. This will help you target the right job seekers. You can also edit your contact information.

Please keep this email -- you will need it to manage your posting.

To view your job on Yahoo! HotJobs, visit:

http://hotjobs.yahoo.com/jobseeker/jobsearch/job_detail.html?

[job_id=JUIOILLPOL1&partner=coxdayton](http://hotjobs.yahoo.com/jobseeker/jobsearch/job_detail.html?job_id=JUIOILLPOL1&partner=coxdayton)

Thank you for choosing Yahoo! HotJobs and Dayton Daily News for your recruiting needs.

The Yahoo! HotJobs Team

If you would like to change your email address on file with us, please contact your Account Representative.

To read our privacy policy, please [click here](#)

To see our frequently asked questions page, click here: <http://help.yahoo.com/help/hotjobs>
For questions, advertising information, or to provide feedback, email: membersu@hotmail.com

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Yahoo! HotJobs is located at 701 First Avenue, Sunnyvale CA 94089

Davison, Kim S.

From: jobmarket@coxohio.com
Sent: Thursday, August 16, 2007 3:33 PM
To: Davison, Kim S.
Subject: Your JOBmarket posting has been approved!

COX
 OHIO PUBLISHING

Dayton Daily News
 DaytonDailyNews.com

SPRINGFIELD NEWS-STAR SpringfieldNewsStar.com	JOURNAL NEWS JournalNews.com	MIDDLETOWN JOURNAL MiddletownJournal.com
Fairfield Echo FairfieldEcho.com	The Pike Journal ThePikeJournal.com	The Western Star TheWesternStar.com
The Oxford Press TheOxfordPress.com		

YAHOO! hotjobs®

It Takes Two To Find The Right One

JOBmarket, as you have known us, will soon begin to evolve as we develop our partnership with Yahoo! HotJobs. You will see our logo change, among other things, but what won't change is our continued commitment to deliver the most effective online and print recruitment advertising solutions in the region.

Dear ksdavison,

Below is a summary of your transaction:

- Company name: WXIN/WTTV-TV
- Title: Master Control Operator
- Activation date: 2007-08-16
- Expiration date: 2007-09-15
- Investment: 634.16
- Product Id: 3445

Your online job posting will be approved by 5 p.m. if placed during normal business hours. If placed after 5pm the online job posting will be approve the following business day. Once approved you job will appear on JOBmarket and will be processed to appear on Yahoo! HotJobs the following day. You will receive a confirmation email when you job posting is approved. If you feel that you need to edit any information in your online posting you can simply login to your employer account, navigate to Job Postings and click on the edit link for the posting you would like to change. If you have any questions or concerns in regards to your job posting, please contact our online customer service department at 1 (800) 815-0351, Monday-Friday, 8 a.m. - 5 p.m.

Sincerely,
 Cox Ohio Publishing Newspapers

Davison, Kim S.

From: Davison, Kim S.
Sent: Thursday, August 16, 2007 3:36 PM
To: Medialine@medialine.com
Subject: Job Opportunity

Please post the following job on Medialine as soon as possible. Application deadline is 08/31/07. Thanks!

Tribune Broadcasting seeks a full-time Master Control Operator 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.

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



View / Modify / Expire
Current Job Listings

- "Master Control Operator" 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	
Master Control Operator	8/16/2007	8/31/2007	1	0	15	Kim Davison	Modify	Expire
Assignment Editor	8/15/2007	8/27/2007	2	13	11	Kim Davison	Modify	Expire

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Davison, Kim S.

From: hotjobs-admin@hotmail.com
Sent: Sunday, August 19, 2007 2:12 AM
To: Davison, Kim S.
Subject: Your job has been posted.

YAHOO! hotjobs | Recruitment Center

Your job has been posted

Dear NULL,

Your job, Master Control Operator, has been posted on Yahoo! HotJobs and the Evansville Courier & Press Web site. It will be posted from 19 Aug 2007 through 26 Aug 2007.

Use this web address to edit your job:
[http://partner.hotjobs.yahoo.com/rdt/JP190.php?
JOB_ID=3263684&ACCOUNT_ID=576524&USER_ID=105191&VERSION=2&SIGNATURE=KWUJ_EXE3hxLKRSgte8T4g](http://partner.hotjobs.yahoo.com/rdt/JP190.php?JOB_ID=3263684&ACCOUNT_ID=576524&USER_ID=105191&VERSION=2&SIGNATURE=KWUJ_EXE3hxLKRSgte8T4g)

We recommend you provide a full description of the position. This will help you target the right job seekers. You can also edit your contact information.

Please keep this email – you will need it to manage your posting.

To view your job on Yahoo! HotJobs, visit:
[http://hotjobs.yahoo.com/jobseeker/jobsearch/job_detail.html?
job_id=JHK17HHPOGU&partner=courierpress](http://hotjobs.yahoo.com/jobseeker/jobsearch/job_detail.html?job_id=JHK17HHPOGU&partner=courierpress)

Thank you for choosing Yahoo! HotJobs and Evansville Courier & Press for your recruiting needs.

The Yahoo! HotJobs Team

If you would like to change your email address on file with us, please contact your Account Representative.

To read our privacy policy, please click [here](#)
To see our frequently asked questions page, click here: <http://help.yahoo.com/help/hotjobs>
For questions, advertising information, or to provide feedback, email: membersu@hotmail.com

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Yahoo! HotJobs is located at 701 First Avenue, Sunnyvale CA 94089



View / Modify / Expire
Current Job Listings

- "Master Control Operator" listing was just Reinstated! -

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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	
Master Control Operator	8/31/2007	9/14/2007	1	0	14	Kim Davison	Modify	Expire
Executive Producer	8/22/2007	9/22/2007	10	50	22	Kim Davison	Modify	Expire

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Davison, Kim S.

From: jobs@tvjobs.com
Sent: Friday, August 31, 2007 9:21 AM
To: Davison, Kim S.
Subject: TVJobs.com - Master Control Operator job auto-posted

JOB POSTING NOTIFICATION FROM TVJOBS

Kim Davison,

Your "Master Control Operator" position was just re-instated in the TVJobs Database and is now available online...

Station : WXIN
Position: Master Control Operator
Category: Production - Master Control Operators
Database: Television
Job ID : TVJ#34087230
Posted : 8/31/2007
Expires : 9/14/2007
Status : Registered Employer - Job Re-instated Ad Text :

Master Control Operator

Tribune Broadcasting seeks a full-time Master Control Operator to work in our Indianapolis Regional Operating Center. Two years 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 Manager
WXIN/WTTV
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 9/14/2007.
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=3519001101407671>

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.<<