

Stamp and Return

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7925 JONES BRANCH DRIVE McLEAN, VA 22102 PHONE 703.905.2800 FAX 703.905.2820

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Joan Stewart 202.719.7438 istewart@wileyrein.com

MAY 67 2010

#### VIA HAND DELIVERY

May 27, 2010

Federal Communications Commission Bureau / Office

Lewis C. Pulley
Assistant Chief, Policy Division
Media Bureau/EEO Staff
Federal Communications Commission
445 12th Street SW
Washington, DC 20554

Re:

Response to Broadcast EEO Audit Letter Venture Technologies Group, LLC Station WNYA(TV), Pittsfield, MA Facility ID No. 136751

Dear Mr. Pulley:

On behalf of Venture Technologies Group, LLC, licensee of the above-referenced broadcast station in Pittsfield, Massachusetts, the undersigned submits its response to your letter of April 19, 2010 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080. In accordance with your request, this submission consists of a sworn statement by Duncan Brown, Vice President of Broadcast Operations of the licensee, with copies of documentation responsive to your inquiry.

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

Respectfully submitted,

Yoan Stewart

Counsel to Venture Technologies Group, LLC

cc: Public File

#### **DECLARATION OF DUNCAN BROWN**

- I, Duncan Brown, hereby declare as follows:
- 1. I am Vice-President of Operations for Venture Technologies Group, LLC ("VTG"), the licensee of WNYA(TV), which is part of a station employment unit based in Pittsfield, Massachusetts and which includes WNYA-CA licensed to Kinderhook, New York (the "SEU" or "Unit"). This Statement and relevant attachments are being submitted in response to the April 19, 2010 letter of Lewis C. Pulley, Assistant Chief of the Policy Division of the Commission's Media Bureau, concerning a random audit of the SEU's EEO compliance (the "EEO Audit Letter").
- 2. This SEU employs five or more full-time employees as the term is defined in the broadcast EEO rule of the Federal Communication Commission ("FCC" or the "Commission"), 47 C.F.R. § 73.2080(e)(1).
- 3. In response to Question 3(a) of the EEO Audit Letter, copies of the SEU's two most recent EEO public file reports, as described in 47 C.F.R. § 73.2080(c)(6), are appended at Attachment A.

The web addresses of the stations in this SEU are as follows: www.my4albany.com. A copy of the current report is included on or linked to this website.

The date of each full-time hire listed in the SEU's two most recent EEO public file reports, as required by 47 C.F.R. § 73.2080(c)(5)(vi), is included in the internal business records appended at Attachment B.

- 4. In response to Question 3(b) of the EEO Audit Letter, documentation concerning the recruitment sources used to fill each full-time position during the period covered by the above EEO public file reports, is also appended at <u>Attachment B</u>. Those sources that have notified the SEU that they want to be alerted to job openings at the Unit, as described in § 73.2080(c)(1)(ii), are indicated in the job-specific documentation.
- 5. In response to Question 3(c) of the EEO Audit Letter, the internal business records appended at Attachment B provide data concerning (a) the total number of interviewees for each vacancy and (b) the referral source for each interviewee for each particular full-time vacancy filled during the period covered by the above EEO public file reports.
- 6. In response to Question 3(d) of the EEO Audit Letter, documentation concerning the Unit's performance of recruitment initiatives described in § 73.2080(c)(2) during this time period is appended at Attachment C. Station personnel involved in the recruitment initiatives are noted in the documentation. This SEU employs a total of 10 full-time employees and all of our stations are located in a market with a population of less than 250,000. Accordingly, the SEU is required to perform at least two recruitment initiatives during a two-year period. The SEU notes that it performed at least two recruitment initiatives during the two-year period covered by this audit, however, as a general matter this SEU tracks its recruitment initiatives on a two-year cycle by

even years (e.g. 2006-2008, 2008-2010). The station, therefore, has several additional initiatives scheduled during the 2010 reporting year.

- 7. In response to Question 3(e) of the EEO Audit Letter, the licensee affirms that it is not aware of any discrimination complaints filed against the licensee of the stations in this SEU during the current license term.
- 8. In response to Question 3(f) of the EEO Audit Letter, the licensee affirms that Venture Technologies Group, LLC has created and deployed an EEO compliance plan. The EEO compliance plan has been distributed to all managers and all management personnel is required to participate in annual training to ensure adherence to the EEO compliance plan.

At the local level, this SEU recruits broadly for all full-time positions and carefully adheres to VTG's EEO compliance plan. The manager in charge of compliance at this SEU is Duncan Brown, Vice-President of Operations. This SEU's compliance efforts include posting of jobs vacancies in the workplace, posting of state employment regulations such as minimum wage and anti-discrimination policy in the workplace as well as equal employment opportunities statements in job applications.

- 9. In response to Question 3(g) of the EEO Audit Letter, the licensee affirms that the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of sources on its recruitment list and the outcome of its recruitment initiatives. The company assesses its compliance on an annual basis. The Recruitment Source List is updated every year. Each and every job vacancy was disseminated on local, regional and national basis through a variety of sources. This SEU indicates that it's an equal employment employer in all of its job ads and job applications and employment handbook.
- 10. In response to Question 3(h) of the EEO Audit Letter, this SEU strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the unit provides equal opportunity and does not discriminate against employees or applicants. This SEU's employment practices are my ultimate responsibility.

Dated: May 27, 2010

[SIGNATURE PAGE FOLLOWS]

## SIGNATURE PAGE TO DECLARATION OF DUNCAN BROWN, VICE-PRESIDENT OF OPERATIONS

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

Duncan Brown

## Attachment A

#### WNYA (TV) & WNYA-CA EEO PUBLIC FILE REPORT<sup>1</sup>

December 1, 2007 to November 30, 2008

#### I. VACANCY LIST

See Master Recruitment Source List (MRSL) for recruitment source data

| Job Title                            | Recruitment Sources (RS) Used to Fill Vacancy | RS<br>Referring<br>Hiree |
|--------------------------------------|---|--------------------------|
| On Air Personality/Account Executive | 3*  | 3                        |
| Master Control Operator              | 1, 2, 3, 4, 5, 6, 7, 8, 14, 16, 20            | 3                        |
| Account Executive                    | 4, 15, 16, 17, 18, 20                         | 17                       |

<sup>\*</sup> Exigent Circumstance

<sup>&</sup>lt;sup>1</sup> WNYA(TV) is licensed to Pittsfield, MA, WNYA-CA is licensed to Kinderhook, NY. This SEU elected to follow the filing deadlines for stations located in New York. This report was modified in May 2010 to address minor reporting discrepancies.

December 1, 2007 to November 30, 2008

## II. MASTER RECRUITMENT SOURCE LIST (MRSL)

| RS<br>Number | RS Information   | Source Entitled<br>to Vacancy<br>Notification?<br>(Yes/No) | No. of Interviewees<br>Referred by RS over<br>12-month period |
|--------------|--|--|---|
| 1            | Broadcast Employment Services / TVJobs.Com P.O. Box 4116 Oceanside, CA 92052 Tel. 800-374-0119 www.tvjobs.com Attn: Mark C. Halloway Free online posting.            | No   | 0   |
| 2            | EntertainmentCareers.Net 10622 Kinnard Avenue, A Los Angeles, CA 90024 Tel. 310-441-9963 www.entertainmentcareers.net Attn: Brad Hall Free online posting.           | No   | 0   |
| 3            | Employee Referral  | No   | 2   |
| 4            | WNYA-TV station web site www.mytv4albany.com   | No   | 2   |
| 5            | The New School of Radio & TV 50 Colvin Avenue, Albany, NY 12206 Tel. 845-687-7167 www.nsrt.org   | No   | 0   |
| 6            | Hispanic Outreach Services Attn: Nilda Giraldi 801 Stanley Street Schenectady, NY 12307 Tel. 518-382-2004 Fax. 518-382-2695 Email. hosschenectady@choiceonemail.co m | No   | 0   |

### December 1, 2007 to November 30, 2008

| RS<br>Number | RS Information  | Source Entitled<br>to Vacancy<br>Notification?<br>(Yes/No) | No. of Interviewees<br>Referred by RS over<br>12-month period |
|--------------|---|--|---|
| 7            | Hispanic Outreach Services Attn: Beatrice Aviles 130 Ontario Street Albany, NY 12206 Tel. 518-463-1217 Fax. 518-463-1218Email. Email. hosalbany@choiceonemail.com   | No   | 0   |
| 8            | NAACP Schenectady Branch<br>Attn: Olivia Adams<br>955 State Street<br>Schenectady, NY 12307-1521<br>Tel. 518-377-0522   | No   | 0   |
| 9            | Schenectady County Community College 78 Washington Avenue, Schenectady, NY 12305 Tel. 518-346-6211 x. 113 Fax. 518-346-0379 <a href="http://www.sunysccc.edu/student/ips/employernew.htm">http://www.sunysccc.edu/student/ips/employernew.htm</a> | No   | 0   |
| 10           | American Women in Radio & Television, Inc. (AWRT) Jane Rothfield of Rothfield Daniels Media Services 1342 Keyes Avenue Albany, NY 12309 Tel. 518-522-7445 Email. janerothfield@nycap.rr.com Online posting. \$30 for non- member.                 | No   | 0   |
| 11           | Capital Region Workforce Investment<br>Board<br>175 Central Avenue, Albany, NY<br>12206<br>Attn: Robert Wildermuth III<br>Tel. 518-462-7600 x. 160<br>Fax. 518-447-5967   | No   | 0   |

### **December 1, 2007 to November 30, 2008**

| RS<br>Number | RS Information   | Source Entitled<br>to Vacancy<br>Notification?<br>(Yes/No) | No. of Interviewees<br>Referred by RS over<br>12-month period |
|--------------|--|--|---|
| 12           | The Society of Broadcast Engineers 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 Tel. 317-846-9000 Fax. 317-846-9120 www.sbe.org Free online posting (auto expires 60 days) | No   | 0   |
| 13           | The Daily Gazette Newspaper - Schenectady, NY Classified Advertisitng 2345 Maxon Road Extension, Schenectady, NY Tel. 518-382-1100   | No   | 0   |
| 14           | Carver Community Center Attn: R. Walker 813 Strong Street Schenectady, NY 12307 Tel. 518-374-8456 Fax. 518-374-0751  | No   | 0   |
| 15           | Gay & Lesbian Community Council Attn: Carrie Knepp PO Box 131 Albany, NY 12201 Tel. 518-462-6138 Fax. 518-462-2101 Email. cknepp@cdglcc.org  | No   | 0   |
| 16           | The Women's Building, Inc. Attn: Liz Bryant, Coordinator 79 Central Avenue Albany, NY 12206 Tel. 518-465-1597 Fax. 518-465-1598  | No   | 0   |
| 17           | Times Union Newspaper<br>645 Albany-Shaker Road, Albany,<br>NY<br>Tel. 518-454-5000  | No   | 4   |

## December 1, 2007 to November 30, 2008

| RS<br>Number | RS Information  | Source Entitled<br>to Vacancy<br>Notification?<br>(Yes/No) | No. of Interviewees<br>Referred by RS over<br>12-month period |
|--------------|---|--|---|
| 18           | New York State Labor Department <a href="http://www.americasjobexchange.co">http://www.americasjobexchange.co</a> |  |   |

**December 1, 2007 to November 30, 2008** 

#### III. RECRUITMENT INITIATIVES

|   | TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)  | BRIEF DESCRIPTION OF ACTIVITY   |
|---|--|---|
| 1 | Establish training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions. | Conduct on-going monthly training for master control operators to assist in acquiring the skills needed for promotion to program production. Master Control Operators attending the program were Jon Burns and Steven Meierdercks.  |
| 2 | Establish an internship program designed to assist members of the community to acquire skills needed for broadcast employment.         | WNYA Internship Fall 8/25/08-12/05/08 30 hours per week  WNYA hosted 1 intern in the production department from The College of St. Rose. The intern helped produce the Yankees Tonight Show. She also learn about television operations and editing, including learning to edit on Final Cut Pro. |

### WNYA (TV) & WNYA-CA EEO PUBLIC FILE REPORT<sup>1</sup>

December 1, 2008 to November 30, 2009

#### I. VACANCY LIST

See Master Recruitment Source List (MRSL) for recruitment source data

| Job Title                        | Recruitment Sources (RS) Used to Fill Vacancy | RS<br>Referring<br>Hiree |
|----------------------------------|---|--------------------------|
| Account Executive                | 4, 15, 16, 17, 18, 20                         | 20                       |
| Account Executive                | 1, 3, 5, 7, 8, 10, 18, 22                     | 22                       |
| Traffic and Operations Assistant | 1, 4, 5, 7, 8, 10, 18, 22, 23                 | 23                       |

<sup>&</sup>lt;sup>1</sup> WNYA(TV) is licensed to Pittsfield, MA, WNYA-CA is licensed to Kinderhook, NY. This SEU elected to follow the filing deadlines for stations located in New York. This report was modified in May 2010 to address minor reporting discrepancies.

December 1, 2008 to November 30, 2009

## II. MASTER RECRUITMENT SOURCE LIST (MRSL)

| RS<br>Number | RS Information  | Source Entitled<br>to Vacancy<br>Notification?<br>(Yes/No) | No. of Interviewees<br>Referred by RS over<br>12-month period |
|--------------|---|--|---|
| 1            | Broadcast Employment Services / TVJobs.Com P.O. Box 4116 Oceanside, CA 92052 Tel. 800-374-0119 www.tvjobs.com Attn: Mark C. Halloway Free online posting.           | No   | 0   |
| 2            | EntertainmentCareers.Net 10622 Kinnard Avenue, A Los Angeles, CA 90024 Tel. 310-441-9963 www.entertainmentcareers.net Attn: Brad Hall Free online posting.          | No   | 0   |
| 3            | Employee Referral   | No   | 1   |
| 4            | WNYA-TV station web site<br>www.mytv4albany.com   | No   | 2   |
| 5            | The New School of Radio & TV 50 Colvin Avenue, Albany, NY 12206 Tel. 845-687-7167 www.nsrt.org  | No   | 0   |
| 6            | Hispanic Outreach Services Attn: Nilda Giraldi 801 Stanley Street Schenectady, NY 12307 Tel. 518-382-2004 Fax. 518-382-2695 Email. hosschenectady@choiceonemail.com | No   | 0   |
| 7            | Hispanic Outreach Services Attn: Beatrice Aviles 130 Ontario Street Albany, NY 12206 Tel. 518-463-1217 Fax. 518-463-1218Email. Email. hosalbany@choiceonemail.com   | No   | 0   |

December 1, 2008 to November 30, 2009

| RS<br>Number | RS Information  | Source Entitled<br>to Vacancy<br>Notification?<br>(Yes/No) | No. of Interviewees<br>Referred by RS over<br>12-month period |
|--------------|---|--|---|
| 8            | NAACP Schenectady Branch<br>Attn: Olivia Adams<br>955 State Street<br>Schenectady, NY 12307-1521<br>Tel. 518-377-0522   | No   | 0   |
| 9            | Schenectady County Community College 78 Washington Avenue, Schenectady, NY 12305 Tel. 518-346-6211 x. 113 Fax. 518-346-0379 <a href="http://www.sunysccc.edu/student/jps/employernew.htm">http://www.sunysccc.edu/student/jps/employernew.htm</a> | No   | 0   |
| 10           | American Women in Radio & Television, Inc. (AWRT) Jane Rothfield of Rothfield Daniels Media Services 1342 Keyes Avenue Albany, NY 12309 Tel. 518-522-7445 Email. janerothfield@nycap.rr.com Online posting. \$30 for non-member.                  | No   | 0   |
| 11           | Capital Region Workforce Investment Board 175 Central Avenue, Albany, NY 12206 Attn: Robert Wildermuth III Tel. 518-462-7600 x. 160 Fax. 518-447-5967   | No   | 0   |
| 12           | The Society of Broadcast Engineers 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 Tel. 317-846-9000 Fax. 317-846-9120 www.sbe.org Free online posting (auto expires 60 days)  | No   | 0   |
| 13           | The Daily Gazette Newspaper - Schenectady, NY Classified Advertisitng 2345 Maxon Road Extension, Schenectady, NY Tel. 518-382-1100  | No   | 0   |

December 1, 2008 to November 30, 2009

| RS<br>Number | RS Information  | Source Entitled<br>to Vacancy<br>Notification?<br>(Yes/No) | No. of Interviewees<br>Referred by RS over<br>12-month period |
|--------------|---|--|---|
| 14           | Carver Community Center Attn: R. Walker 813 Strong Street Schenectady, NY 12307 Tel. 518-374-8456 Fax. 518-374-0751   | No   | 0   |
| 15           | Gay & Lesbian Community Council Attn: Carrie Knepp PO Box 131 Albany, NY 12201 Tel. 518-462-6138 Fax. 518-462-2101 Email. cknepp@cdglcc.org   | No   | 0   |
| 16           | The Women's Building, Inc. Attn: Liz Bryant, Coordinator 79 Central Avenue Albany, NY 12206 Tel. 518-465-1597 Fax. 518-465-1598   | No .   | 0   |
| 17           | Times Union Newspaper<br>645 Albany-Shaker Road, Albany, NY<br>Tel. 518-454-5000  | No   | 0   |
| 18           | New York State Labor Department <a href="http://www.americasjobexchange.com">http://www.americasjobexchange.com</a> 600 Franklin Street, Schenectady, NY Tel. 518-347-1662 Free online posting (registration required). | No   | 0   |
| 19           | MediaLine PO Box 51909 Pacific Grove, CA 93950 Tel. 800-237-8073 Fax. 831-648-5204 Email. medialine@medialine.com Free online posting.  | No   | 0   |
| 20           | Non Employee Referral   | No   | 0   |
| 21           | National Black Media Coalition PO Box 577 171 E. Main Street Amsterdam, NY 12012 Attn: Maria Jeannette Gatto Tel. 518-843-0004  | No   | 0   |

December 1, 2008 to November 30, 2009

| RS<br>Number | RS Information               | Source Entitled<br>to Vacancy<br>Notification?<br>(Yes/No) | No. of Interviewees<br>Referred by RS over<br>12-month period |
|--------------|------------------------------|--|---|
| 22           | Craiglist.com                | No   | 1   |
| 23           | CapitalHelpWanted.com l      | No   | 1   |
|              | TOTAL INTERVIEWEES OVER 12-1 | MONTH PERIOD   | 5   |

<sup>&</sup>lt;sup>1</sup> The person hired for this position indicated they learned about our opening from CapitalHelpWanted.com. WNYA did not advertise with CapitalHelpWanted.com but this web site may be link with another web site that WNYA advertised such as craigslist.com or the NY Department of Labor web site.

December 1, 2008 to November 30, 2009

## III. RECRUITMENT INITIATIVES

|   | TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)  | BRIEF DESCRIPTION OF ACTIVITY  |
|---|--|--|
| 1 | Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discriminating. | January 2009 Management level personnel participated in internal EEO training. |

## Attachment B

# WNYA VACANCY DATA FORM

| Full-Time Job Title: On Air Personality/Account Executive (Exigent Circumstance)                       | Date Filled: 03/10/2008         |  |  |
|--|---------------------------------|--|--|
| Recruitment Source ("RS") Referring Hiree: Dan's skills were unique. We created this position for him. | Total Number of Interviewees: 1 |  |  |

| RS# | RS Information     | Source Entitled to Vacancy Notification? | Number of<br>Interviewees Referred<br>by RS for the Full-<br>Time Vacancy |
|-----|--------------------|--|---|
| 3   | Employee Referral  | No                                       | 1   |
|     | Total Interviewees |  | 1   |

#### **MEMO TO FILE**

FROM: Duncan M. Brown

RE: Exigent Hire - Dan Murphy

3/10/08

Daniel Murphy became available and we created the position of "On-Air Personality" so that he could conceptualize, produce, anchor and sell a New York Yankees pregame show, "New York Yankees Tonight" as well as other on-air projects such as "Student Athlete of the Week".

Given his years on TV and radio in the market, our target audiences' familiarity with him, and his contacts in the community, Murphy is uniquely qualified for this position.

Duncan M. Brown, Station Manager

## WNYA (TV) & WNYA-CA VACANCY DATA FORM

| Full-Time Job Title: Master Control Operator | Date Filled: 07/21/2008         |
|--|---------------------------------|
|  | Total Number of Interviewees: 4 |

| RS# | RS Information to Vi                           | Entitled acancy cation? | Number of<br>Interviewees Referred<br>by RS for the Full-<br>Time Vacancy |
|-----|--|-------------------------|---|
| 1   | www.tvjobs.com (Broadcast Employment Services) | N                       | 0   |
| 2   | EntertainmentCareers.net                       | N                       | 0   |
| 3   | Employee Referral                              | N                       | 1   |
| 4   | WNYA web site                                  | N                       | 2   |
| 5   | The New School of Radio & TV                   | N                       | 0   |
| 6   | Hispanic Outreach Services - Schenectady       | N                       | 0   |
| 7   | Hispanic Outreach Services Albany              | N                       | 0   |
| 8   | NAACP - Schenectady                            | N                       |   |
| 14  | Carver Community Center                        | N                       | 0   |
| 16  | The Women's Building, Inc.                     | N                       | 0   |
| 20  | Non-Employee Referral                          | N                       | 1   |
|     | Total Interviewees                             |                         |   |

#### **Christine Meng**

......

From:

Duncan Brown [duncan@mytv4albany.com]

Sent:

Wednesday, May 21, 2008 10:37 AM

To:

**Christine Mena** 

Subject:

FW: TVJobs.com - Master Control Operator job posted

Duncan M. Brown WNYA - WAOE - WBQD - WHTV Vice President of Operations, Venture Technologies Group, LLC

17 Fern Ave., Suite 100 Schenectady, NY 12306 518-381-3751 ext. 222 Fx: 518-381-3740

----Original Message-----

From: jobs@tvjobs.com [mailto:jobs@tvjobs.com]

Sent: Wednesday, May 21, 2008 1:23 PM

To: duncan@mytv4albany.com

Subject: TVJobs.com - Master Control Operator job posted

#### JOB POSTING NOTIFICATION FROM TVJOBS

Duncan Brown,

Your "Master Control Operator" position was just posted in the TVJobs.com Database and is now available online...

Station: WNYA

Position: Master Control Operator

Category: Production - Master Control Operators Job ID : TVJ#34097599 Posted : 5/21/2008 Expires : 6/21/2008 Status :

Registered Employer - Job Posted Ad Text:

Master Control Operator

WNYA-TV has an immediate part-time opportunity for a master control operator.

The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control.

Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production.

Technical/computer skills and a basic knowledge of Final Cut Pro a big plus.

Send resume to:

Master Control Operator **WNYA** 17 Fern Ave., Suite 100 Rotterdam, NY 12306

Or email it to info@mytv4albany.com.

EEO.

#### Notes:

- We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
- 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.com (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.
- If no extension is needed, the job will be automatically removed at 1 am PST on 6/21/2008.
- 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=2574601322142276

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.com admin@tvjobs.com

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

#### **Christine Meng**

From:

EntertainmentCareers.Net Listings [admin@entertainmentcareers.net]

Sent:

Wednesday, May 21, 2008 2:16 PM Christine Meng; info@mytv4albany.com

To: Subject:

Your Master Control Operator (Part Time) job submission.

#### \*\*\*\*\*\*CONFIRMATION\*\*\*\*\*\*

Thank you for posting your jobs with EntertainmentCareers.net.

We respectfully ask you to do the following:

#1 When the position is filled, please remove it (instructions below) from the site ASAP.

#2 When you do hire someone as a result of posting on EntertainmentCareers.Net, please, please, please, let us know. This is the only way we measure our performance and it absolutely makes our day to hear the SUCCESS stories.

#3 Please provide us with any feedback that you may have, we always welcome suggestion for improving the site. If you would like to see a feature added to the site, let us know. We have, so far, never turned down a request to add a feature.

#4 We strive to get things right; Please let us know ASAP if there are any problems.

Please note that it will take 1 business day until you will be able to see the posting on the website. If you need a posting rushed, please let us know

\*\*\*\*Your Listing\*\*\*\*

Full or Part Time: PART TIME

Job or Internship: JOB

Company: WNYA-TV

City: Rotterdam

State: NY

Job Title: Master Control Operator (Part Time)

Job Description: WNYA-TV has an immediate part-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control. EEO.

Job Requirements: Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production. Technical/computer skills and a basic knowledge of Final Cut Pro a big plus.

Contact us: N/A

Reply via Email: info@mytv4albany.com

Please send resume as text in body of email

Please send resume as an attachment

Reply via mail: Master Control Operator<br/>WNYA<br/> 17 Fern Ave., Suite 100<br/>
Rotterdam, NY 12306

To make any changes or to delete the listing, go to the employer's section of the site http://www.entertainmentcareers.net/employers/ and click on 'Edit/Delete Posting'.

Thank you,

Brad Hall Founder/CEO EntertainmentCareers.Net 310-442-0200 Phone 310-442-0204 Fax

70.132.155.105

# ENTERTAINMENT NET

Wednesday, May 21, 2008

**EMPLOYER** 

JOBSEEKER Contact/Help MEMBER

Home

Jobs

Internships

Resources

Newsletter

Support

**Employer Home** 

Post Job/Internship

Edit/Delete/Update Posting

Books

Services

Who uses us?

FAQ/HELP/Contact Us

#### This is a preview of your listing.

If there are no errors click the "SUBMIT" button below. If there are errors, click BACK in your browser and make changes.

This is a PART TIME JOB

WNYA-TV

Master Control Operator (Part Time)

Location: Rotterdam NY

Date Posted: 5/21/2008

Description: WNYA-TV has an immediate part-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material

for air, and monitoring transmitters via remote control. EEO.

Requirements: Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production. Technical/computer skills and a basic

knowledge of Final Cut Pro a big plus.

Contact: N/A

via email: info@mytv4albany.com

Please send resume as text in body of email Please send resume as an attachment

via mail: Master Control Operator

WNYA

17 Fern Ave., Suite 100 Rotterdam, NY 12306

This is a preview of your listing.

If there are no errors click the "SUBMIT" button below. If there are errors, click BACK in your browser and make changes.

> BY POSTING A JOB AND CLICKING THE SUBMIT BUTTON BELOW YOU AGREE TO ALL OUR TERMS, CONDITIONS AND POLICIES.

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For this reason, we hire outside companies to test our security on a daily basis.

# ENTERTAINMENT NET CAREERS. NET

Wednesday, May 21, 2008

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#### O CONFIRMATION

Congratulations, your posting has been submitted.

Please note below all the listings on the site associated with this email address.

\*\*\*\* If you have duplicates, they must be removed before we will process any new To edit or delete any of your postings, click on "Edit/Delete postings" above.

It will take 24 hours for the job to appear live on the site to the general public.

You will receive an email receipt with instructions on editing or deleting the listing.

When the position is no longer available, please have it removed.

To add another job, click HERE.

Date

Location Title Company Status

5/21/2008 5:15:45 PM Rotterdam Master Control Operator (Part Time) WNYA-TV Offline

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SAFE For this reason, we hire outside companies to test our security on a daily basis.

True

# For website

#### **Duncan Brown**

From:

Duncan Brown [duncan@mytv4albany.com] Tuesday, May 13, 2008 2:21 PM 'David Gwynn'

Sent:

To:

Subject: Attachments:

MC Operatorposting.doc MC Operatorposting.doc

Job opening for WNYA.

## MASTER CONTROL OPERATOR

WNYA-TV has an immediate part-time opportunity for a master control operator.

The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control.

Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production.

Technical/computer skills and a basic knowledge of Final Cut Pro a big plus.

Send resume to:

Master Control Operator WNYA 17 Fern Ave., Suite 100 Rotterdam, NY 12306

Or email it to info@mytv4albany.com.

EEO.

#### **Duncan Brown**

From:

Duncan Brown [duncan@my4albany.com] Wednesday, June 11, 2008 2:31 PM

Sent:

David Gwynn

To: Subject:

job opening

Please change the job opening on the web from part to full time.

Thanks!

#### **Duncan M. Brown**

WNYA - WAOE - WBQD - WHTV Vice President of Operations. Venture Technologies Group, LLC

17 Fem Ave., Suite 100 Schenectady, NY 12306 518-381-3751 ext. 222 Fx: 518-381-3740



VIA FIRST CLASS MAIL
The New School of Radio & TV
50 Colvin Avenue
Albany, NY 12206

Dear Sir or Madam:

Our television station located in Schenectady, New York is currently seeking to fill the following employment openings:

WNYA-TV has an immediate full-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control. Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production. Technical/computer skills and a basic knowledge of Final Cut Pro a big plus. EEO.

Send resume to:

Master Control Operator

WNYA

17 Fern Ave., Suite 100 Schenectady, NY 12306

Or email it to

info@mytv4albany.com

You are encouraged to refer qualified applicants to us for the above opening. It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex, in all personnel actions. Please notify us immediately if you will not be disseminating information about this job to potential candidates and/or would like to be taken off our job vacancy notification list.

If you would like to be notified of every job vacancy we have in the future, please send your request to the Station Manager via email or mail listed above. If you know of any other organization that may be of assistance to our equal employment opportunity effort, we should appreciate you forwarding that information to us. Thank you for your assistant.



VIA FIRST CLASS MAIL Hispanic Outreach Services Attn: Nilda Giraldi 801 Stanley Street Schenectady, NY 12307

Dear Nilda Giraldi:

Our television station located in Schenectady, New York is currently seeking to fill the following employment openings:

WNYA-TV has an immediate full-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control. Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production. Technical/computer skills and a basic knowledge of Final Cut Pro a big plus. EEO.

Send resume to:

Master Control Operator

WNYA

17 Fern Ave., Suite 100 Schenectady, NY 12306

Or email it to

info@myty4albany.com

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VIA FIRST CLASS MAIL
Hispanic Outreach Services
Attn: Beatrice Aviles
130 Ontario Street
Albany, NY 12206

Dear Beatrice Aviles:

Our television station located in Schenectady, New York is currently seeking to fill the following employment openings:

WNYA-TV has an immediate full-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control. Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production. Technical/computer skills and a basic knowledge of Final Cut Pro a big plus. EEO.

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Master Control Operator

WNYA

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Or email it to

info@mytv4albany.com

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VIA FIRST CLASS MAIL NAACP Schenectady Branch Atm: Olivia Adams 955 State Street Schenectady, NY 12307-1521

Dear Olivia Adams:

Our television station located in Schenectady, New York is currently seeking to fill the following employment openings:

WNYA-TV has an immediate full-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control. Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production. Technical/computer skills and a basic knowledge of Final Cut Pro a big plus. EEO.

Send resume to:

Master Control Operator

WNYA

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Or email it to

info@mytv4albany.com

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VIA FIRST CLASS MAIL. Carver Community Center Attn: R. Walker 813 Strong Street Schenectady, NY 12307

Dear R. Walker:

Our television station located in Schenectady, New York is currently seeking to fill the following employment openings:

WNYA-TV has an immediate full-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control. Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production. Technical/computer skills and a basic knowledge of Final Cut Pro a big plus. EEO.

Send resume to:

Master Control Operator

WNYA

17 Fern Ave., Suite 100 Schenectady, NY 12306

Or email it to

info@mytv4albany.com

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VIA FIRST CLASS MAIL
The Women's Building, Inc.
Attn: Liz Bryant, Coordinator
79 Central Avenue
Albany, NY 12206

Dear Liz Bryant:

Our television station located in Schenectady, New York is currently seeking to fill the following employment openings:

WNYA-TV has an immediate full-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control. Must be able to work nights & weekends. Applicant must be reliable, a self-starter, able to manage time and perform detailed work with extreme accuracy. Operator will also participate in promo production. Technical/computer skills and a basic knowledge of Final Cut Pro a big plus. EEO.

Send resume to:

Master Control Operator

WNYA

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Or email it to

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# FOR INTERNAL BUSINESS RECORDS ONLY

# WNYA VACANCY DATA FORM

| Full-Time Job Title: Account Executive                        | Date Filled: 09/29/2008         |
|---|---------------------------------|
| Recruitment Source ("RS") Referring Hiree: Albany Times Union | Total Number of Interviewees: 5 |

| RS# | RS Information                    | Source Entitled<br>to Vacancy<br>Notification? | Number of<br>Interviewees Referred<br>by RS for the Full-<br>Time Vacancy |
|-----|-----------------------------------|--|---|
| 4   | WNYA web site                     | N  | 0   |
| 15  | Gay and Lesbian Community Council | N  | 0   |
| 16  | The Women's Building, Inc.        | N  | 0   |
| 17  | Albany Times Union                | N  | 4   |
| 18  | NY Station Labor Department       | N  | 0   |
| 20  | Non-Employee Referral             | N  | 1   |
|     |                                   | Total Interviewees                             | 5   |

#### **Duncan Brown**

From:

Duncan Brown [duncan@my4albany.com]

Sent:

Friday, August 08, 2008 3:46 PM

To:

'David Gwynn'

Subject:

Job

Please post this opening ASAP - today if possible.

WNYA Television My TV4-Albany is seeking a promotion minded Senior Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Rotterdam, NY 12306 or email to <a href="mailto:info@mytv4albany.com">info@mytv4albany.com</a>. EEO.

#### **Duncan M. Brown**

WNYA - WAOE - WBQD - WHTV Vice President of Operations, Venture Technologies Group, LLC

17 Fern Ave., Suite 100 Schenectady, NY 12306 518-381-3751 ext. 222 Fx: 518-381-3740

#### **Duncan Brown**

From:

Duncan Brown [duncan@mytv4albany.com]

Sent:

Friday, October 10, 2008 3:37 PM

To: Subject: 'David Gwynn' RE: job opening

Just remove the "Senior" and it will be fine.

#### **Duncan M. Brown**

WNYA - WAOE - WBQD - WHTV Vice President of Operations, Venture Technologies Group, LLC

17 Fern Ave., Suite 100 Schenectady, NY 12306 518-381-3751 ext. 222 Fx; 518-381-3740

From: David Gwynn [mailto:david@davidgwynn.com]

Sent: Friday, October 10, 2008 3:33 PM

To: Duncan Brown Subject: Re: job opening

It's the Senior AE one, right? That's the only one I have saved, but if that's not it, I can find any others in my old email.

BTW, I updated all the FCC 398/Kids reports this morning.

Thanks, David

David Gwynn

Email: david@davidgwynn.com

Office: 336.765.7002 Cell: 336.251.4554

On 10 Oct 2008, at 2:16 PM, Duncan Brown wrote:

Please put the AE opening back on the website.

#### Duncan M. Brown

WNYA - WAOE - WBQD - WHTV Vice President of Operations, Venture Technologies Group, LLC

17 Fern Ave., Suite 100 Schenectady, NY 12306 518-381-3751 ext. 222 Fx; 518-381-3740

# **Outstanding Opportunity for Sales Professional**

WNYA Television-MY4 Albany is looking to add an experienced salesperson to its advertising sales department. The successful candidate will be client focused, aggressive with a professional image and a proven track record of success. New business development skills are a must. Media or advertising experience is preferred, but not required. The successful candidate will have;

- Strong Organizational skills
- Highly developed presentation skills (both written and oral)
- Independent drive and focus
- Strong negotiation skills
- Computer skills Microsoft Office Suite
- Creativity and innovation

We offer an aggressive compensation package commensurate with experience. Email resumes to; sales@myty4albany.com



August 10, 2008

VIA FIRST CLASS MAIL
Gay & Lesbian Community Council
PO Box 131
Albany, NY 12201

To Whom It May Concern:

Our television station WNYA serving the Albany market is currently seeking to fill the following employment openings:

WNYA Television-MY4 Albany is looking to add an experienced salesperson to its advertising sales department. The successful candidate will be client focused, aggressive with a professional image and a proven track record of success. New business development skills are a must. Media or advertising experience is preferred, but not required. The successful candidate will have;

- Strong Organizational skills
- Highly developed presentation skills (both written and oral)
- Independent drive and focus
- Strong negotiation skills
- Computer skills Microsoft Office Suite
- Creativity and innovation

We offer an aggressive compensation package commensurate with experience. Email resumes to; <a href="mailto:sales@mytv4albany.com">sales@mytv4albany.com</a>

You are encouraged to refer qualified applicants to us for above openings. It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex, in all personnel actions. Please notify us immediately if you will not be disseminating information about this job to potential candidates.

Thank you for your assistance. If you know of any other organization that may be of assistance to our equal employment opportunity effort, we should appreciate you forwarding that information to us or if you would like to be taken off our job vacancy notification list, please contact us at the following address:

WNYA 17 Fern Avenue, Suite 100 Schencetady, NY 12306 Attn: Station Manager



August 10, 2008

VIA FIRST CLASS MAIL
The Women's Building, Inc.
79 Central Avenue
Albany, NY 12206

To Whom It May Concern:

Our television station WNYA serving the Albany market is currently seeking to fill the following employment openings:

WNYA Television-MY4 Albany is looking to add an experienced salesperson to its advertising sales department. The successful candidate will be client focused, aggressive with a professional image and a proven track record of success. New business development skills are a must. Media or advertising experience is preferred, but not required. The successful candidate will have;

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WNYA 17 Fern Avenue, Suite 100 Schenectady, NY 12306 Attn: Station Manager

Publication Date: 08/10

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11-7 Shift Night Maintenance Regular Part Time

COMPETITIVE PAY, EXCELLENT BENEFITS, FULL MEDICAL COVERACE AND SOW FAMILY MEDICAL COVERAGE

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## New York's Job ExchangeNY



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- Help
- Support

#### Step 5. Preview/Submit Job

Job Summary

Company Job not provided

ID:

Job Title: ACCOUNT EXECUTIVE

Company: WNYA-TV Location: ALBANY-

SCHENECTADY, NY

12306

AJE 514814209

Reference Number:

Job Start/End not provided

Date:

Job Type: Regular
Job Full Time

Classification:

Hours/Week: not provided Salary Range: not provided

Education: Associates Degree

Required not provided

Degree/ Formal Training:

Required not provided

Licenses/ Certificates:

Experience: Mid Career(2-15 years)

Company http://www.mytv4albany.com

Homepage:

#### **Contact Information**

Contact: GENERAL SALES MANAGER
By E- SALES@MYTV4ALBANY.COM

mail:

#### Job Description

WNYA Television-MY4 Albany is looking to add an experienced salesperson to its advertising sales department. The successful candidate will be client focused, aggressive with a professional image and a proven track record of success. New business development skills are a must. Media or advertising experience is preferred, but not required. The successful candidate will have;

- • Strong Organizational skills
- • Highly developed presentation skills (both written and oral)
- • Independent drive and focus
- • Strong negotiation skills
- • Computer skills Microsoft Office Suite
- • Creativity and innovation

We offer an aggressive compensation package commensurate with experience. Email resumes to; sales@mytv4albany.com

#### **Job Benefits**

401-K/Retirement Plan S
Dental Insurance V

Sick Leave Vacation

Health Insurance Vision Insurance

**Holidays** 

### FOR INTERNAL BUSINESS RECORDS ONLY

# WNYA (TV) & WNYA-CA VACANCY DATA FORM

| Full-Time Job Title: Account Executive                           | Date Filled: 12/29/2008         |  |  |
|--|---------------------------------|--|--|
| Recruitment Source ("RS") Referring Hiree: Non-Employee Referral | Total Number of Interviewees: 5 |  |  |

Note: Please see the Vacancy Data Form for the Account Executive position filled on 09/29/2008 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

# WNYA(TV) & WNYA-CA VACANCY DATA FORM

| Full-Time Job Title: Account Executive                        | Date Filled: 06/15/2009         |
|---|---------------------------------|
| Recruitment Source ("RS") Referring Hiree: www.craigslist.com | Total Number of Interviewees: 2 |

| RS# | RS Information                               | Source Entitled<br>to Vacancy<br>Notification? | Number of<br>Interviewees Referred<br>by RS for the Full-<br>Time Vacancy |
|-----|--|--|---|
| 1.  | www.tvjobs.com                               | N  | 0   |
| 3   | Employee Referral                            | N  | 1   |
| 4   | WNYA website                                 | N  | 0   |
| 5   | The New School of Radio & TV                 | N  | 0   |
| 7   | Hispanic Outreach Services – Albany          | N  | 0   |
| 8   | NAACP - Schenectady                          | N  | 0   |
| 10  | American Women in Radio and Television, Inc. | N  | 0   |
| 18  | NY State Labor Department                    | N  | 0   |
| 22  | www.craigslist.com                           | N  | 1   |
|     |  | Total Interviewees                             | 2   |

#### Account Executive

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Schenectady, NY 12306 or email to info a mydaibany.com. EEO.

#### **Christine Meng**

From:

iobs@tviobs.com

Sent:

Wednesday, April 22, 2009 6:03 AM

To:

**DBROWN External** 

Subject:

TVJobs.com - Account Executive job posted

#### JOB POSTING NOTIFICATION FROM TVJOBS

#### Duncan Brown,

Your "Account Executive" position was just posted in the TVJobs.com Database and is now available online...

Station: WNYA

**Position: Account Executive** 

Category: Sales - Account Executive

Job ID: TVJ#34108196 Posted: 4/22/2009 Expires: 5/22/2009

Status: Registered Employer - Job Posted Ad Text:

#### **Account Executive**

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Schenectady, NY 12306 or email to info@my4albany.com. EEO.

#### Notes:

- 1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
- 2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (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 5/22/2009.
- 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=2583761652218730

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.com admin@tvjobs.com

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

For Website

#### **Duncan Brown**

From:

Duncan Brown [duncan@mytv4albany.com]

Sent:

Wednesday, April 22, 2009 9:00 AM

To: Subject: 'David Gwynn' job opening

#### Please post on website

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Schenectady, NY 12306 or email to <a href="mailto:info@my4albany.com">info@my4albany.com</a>. EEO.

#### **Duncan M. Brown**

WNYA - WAOE - WBQD - WHTV Vice President of Operations, Venture Technologies Group, LLC

17 Fern Ave., Suite 100 Schenectady, NY 12306 518-381-3751 ext. 222 Fx: 518-381-3740



May 15, 2009

VIA FIRST CLASS MAIL
The New School of Radio & TV
50 Colvin Avenue
Albany, NY 12206

To Whom It May Concern:

Our television station serving the Albany-Schenectady DMA is currently seeking to fill the following employment openings:

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Schenectady, NY 12306 or email to info a my 4 albany.com. EEO.

WNYA – My 4 Albany has an opportunity for a full-time <u>Traffic and Operations Assistant</u>. Excellent computer skills required and previous traffic and/or master control experience preferred. Must be able to multitask, have good communications skills and the ability to work in a group environment and meet deadlines. Attention to detail, accuracy, and a positive attitude a must. Interested applicants should submit their resume and over letter to: WNYA, 17 Fern Ave., Suite 100, Schenectady, NY 12306 or email to <u>info/a my-falbany.com</u>. EEO.

You are encouraged to refer qualified applicants to us for above openings. It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex, in all personnel actions. Please notify us immediately if you will not be disseminating information about this job to potential candidates.

1

Thank you for your assistance. If you know of any other organization that may be of assistance to our equal employment opportunity effort, we should appreciate you forwarding that information to us or if you would like to be taken off our job vacancy notification list. please contact us at the following address:

WNYA 5670 Wilshire Blvd., Suite 1300 Los Angeles, CA 90036 Attn: WNYA EEO



May 15, 2009

VIA FIRST CLASS MAIL
Hispanic Outreach Services
Attn: Beatrice Aviles
130 Ontario Street
Albany, NY 12206

To Whom It May Concern:

Our television station serving the Albany-Schenectady DMA is currently seeking to fill the following employment openings:

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WNYA – My 4 Albany has an opportunity for a full-time <u>Traffic and Operations Assistant</u>. Excellent computer skills required and previous traffic and/or master control experience preferred. Must be able to multitask, have good communications skills and the ability to work in a group environment and meet deadlines. Attention to detail, accuracy, and a positive attitude a must. Interested applicants should submit their resume and over letter to: WNYA, 17 Fern Ave., Suite 100, Schenectady, NY 12306 or email to <u>info@my4albany.com</u>. EEO.

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May 15, 2009

VIA FIRST CLASS MAIL NAACP 955 State Street Schenectady, NY 12307 Attn: Olivia Adams

#### To Whom It May Concern:

Our television station serving the Albany-Schenectady DMA is currently seeking to fill the following employment openings:

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Schenectady, NY 12306 or email to info@my4albany.com. EEO.

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WNYA 5670 Wilshire Blvd., Suite 1300 Los Angeles, CA 90036 Attn: WNYA EEO



May 15, 2009

VIA FIRST CLASS MAIL
American Women in Radio & Television, Inc.
1342 Keyes Avenue
Albany, NY 12309

To Whom It May Concern:

Our television station serving the Albany-Schenectady DMA is currently seeking to fill the following employment openings:

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Schenectady, NY 12306 or email to info@mv4albany.com. EEO.

WNYA - My 4 Albany has an opportunity for a full-time <u>Traffic and Operations Assistant</u>. Excellent computer skills required and previous traffic and/or master control experience preferred. Must be able to multitask, have good communications skills and the ability to work in a group environment and meet deadlines. Attention to detail, accuracy, and a positive attitude a must. Interested applicants should submit their resume and over letter to: WNYA, 17 Fern Ave., Suite 100, Schenectady, NY 12306 or email to info@my4albany.com. EEO.

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WNYA 5670 Wilshire Blvd., Suite 1300 Los Angeles, CA 90036 Attn: WNYA EEO

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#### ACCOUNT EXECUTIVE

AJE Reference Number: 518497245

Company Job ID:

#### Step 5. Preview/Submit Job

Job Summary

Company Job not provided

ID:

Job Title: ACCOUNT EXECUTIVE

Company: WNYA

Location: SCHENECTADY, NY

12306

AJE 518497245

Reference

Number:

Job Start/End not provided

Date:

Job Type: Regular

Job Full Time

Classification:

Hours/Week: not provided Salary Range: not provided Education: Some College Required not provided Degree/

Formal Training:

Required not provided

Licenses/

Certificates:

Experience: Mid Career(2-15 years)
Company http://www.my4albany.com

Homepage:

#### **Contact Information**

Contact: GENERAL SALES

MANAGER

By E-

info@my4albany.com

mail:

#### Job Description

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. EEO.

#### **Job Benefits**

401-K/Retirement Plan Dental Insurance Sick Leave Vacation

Health Insurance Holidays Vision Insurance

#### ACCOUNT EXECUTIVE

AJE Reference Number: 518497245

Company Job ID: NON-VACANCY-SPECIFIC RECRUITMENT

#### Step 5, Preview/Submit Job

Job Summary

Company Job NON-VACANCY-SPECIFIC

ID: RECRUITMENT

Job Title: ACCOUNT EXECUTIVE

Company: WNYA

Location: SCHENECTADY, NY 12306

AJE 518497245

Reference Number:

Job Start/End not provided

Date:

Job Type: Regular

Job Full Time

Classification:

Hours/Week: not provided
Salary Range: not provided
Education: Some College
Required not provided

Degree/

Formal

Training:

Required not provided

Licenses/ Certificates:

Experience: Mid Career(2-15 years)
Company http://www.my4albany.com

Homepage:

#### **Contact Information**

Contact: GENERAL SALES

MANAGER

By Mail: WNYA

17 FERN AVENUE

SUITE 100

SCHENECTADY, NY

12306

Ву

info@my4albany.com

E-mail:

#### **Job Description**

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. EEO.

#### **Job Benefits**

401-K/Retirement

Sick Leave Vacation

Plan

Dental Insurance Health Insurance Vision Insurance

Holidays

4/1/2009 2:41 PM

#### **Christine Meng**

From: craigslist.org [noreply@craigslist.org]

Sent: Monday, May 11, 2009 9:39 AM

To: duncan@my4albany.com

Subject: Your craigslist posting "TV Account Executive"

Confirmation for Posting ID# 1165228470

Your ad. titled "TV Account Executive." has been posted as follows:

tip. albany.eraigslist.org/sls/1165228470.html (sales jobs)

Posts will appear in the list of postings and in search results in about 15 minutes.

If you have trouble finding your ad, please check our help page: http://www.craigslist.org/about/help how to find your post in the listings

Please log in into your account if you need to edit or delete your posting: haps://accounts.craigslist.org/login

If you did not post this ad please change your account password asap: https://accounts.craigslist.org/login/chgpwd

For your protection please check our list of common scams: http://www.craigslist.org/about/scams/html/

Thanks for using craigslist!

# WNYA (TV) & WNYA-CA VACANCY DATA FORM

| Full-Time Job Title: Traffic & Operations Assistant                   | Date Filled: 08/03/2009         |  |
|---|---------------------------------|--|
| Recruitment Source ("RS") Referring Hiree: www.captialhelpwanted.com* | Total Number of Interviewees: 3 |  |

| RS# | RS Information   | Source Entitled to Vacancy Notification? | Number of<br>Interviewees Referred<br>by RS for the Full-<br>Time Vacancy |
|-----|--|--|---|
| 1   | www.tvjobs.com   | N  | 0   |
| 4   | WNYA web site  | N  | 2   |
| 8   | NAACP - Schenectady  | N  | 0   |
| 10  | American Women in Radio and Television, Inc.   | N  | 0   |
| 18  | NY State Labor Department  | N  | 0   |
| 22  | www.craigslist.com   | N  | 0   |
| 23  | www.captionalhelpwanted.com - * WNYA did not send a job posting to this organization but they may have linked to WNYA's job posting at another source. | N  | 1   |
|     | То   | tal Interviewees                         | 3   |

#### **Christine Meng**

From:

iobs@tvjobs.com

Sent:

Monday, May 11, 2009 9:53 AM

To:

**DBROWN External** 

Subject:

TVJobs.com - Traffic and Operations Assistant job posted

#### JOB POSTING NOTIFICATION FROM TVJOBS

#### Duncan Brown,

Your "Traffic and Operations Assistant" position was just posted in the TVJobs.com Database and is now available online...

Station: WNYA

**Position: Traffic and Operations Assistant** 

Category: Traffic Job ID: TVJ#34108854 Posted: 5/11/2009 Expires: 6/11/2009

Status: Registered Employer - Job Posted Ad Text:

#### **Traffic and Operations Assistant**

WNYA â€" My 4 Albany has an opportunity for a full-time Traffic and Operations Assistant. Excellent computer skills required and previous traffic and/or master control experience preferred. Must be able to multi-task, have good communications skills and the ability to work in a group environment and meet deadlines. Attention to detail, accuracy, and a positive attitude is a must.

Interested applicants should submit their resume and over letter to:

WNYA 17 Fern Ave., Suite 100 Schenectady, NY 12306 Or email to info@my4albany.com

#### Notes:

- 1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
- 2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (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 6/11/2009.
- 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=2546361434585736

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.com admin@tvjobs.com

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

#### **Duncan Brown**

From:

Duncan Brown [duncan@mytv4albany.com]

Sent:

Thursday, May 14, 2009 4:43 PM

To:

'David Gwynn'

Subject:

FW: Job opening in Albany

Please add this job opening to the website.

WNYA - My 4 Albany has an opportunity for a full-time Traffic and Operations Assistant. Excellent computer skills required and previous traffic and/or master control experience preferred. Must be able to multi-task, have good communications skills and the ability to work in a group environment and meet deadlines. Attention to detail, accuracy, and a positive attitude is a must.

Interested applicants should submit their resume and over letter to:

**WNYA** 17 Fern Ave., Suite 100 Schenectady, NY 12306 Or email to info@my4albany.com

#### **Duncan M. Brown**

WNYA - WAOE - WBQD - WHTV Vice President of Operations. Venture Technologies Group, LLC

17 Fem Ave., Suite 100 Schenectady, NY 12306 518-381-3751 ext. 222 Fx: 518-381-3740



May 15, 2009

VIA FIRST CLASS MAIL NAACP 955 State Street Schenectady, NY 12307 Attn: Olivia Adams

To Whom It May Concern:

Our television station serving the Albany-Schenectady DMA is currently seeking to fill the following employment openings:

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Schenectady, NY 12306 or email to info@my4albany.com. EEO.

WNYA - My 4 Albany has an opportunity for a full-time <u>Traffic and Operations Assistant</u>. Excellent computer skills required and previous traffic and/or master control experience preferred. Must be able to multitask, have good communications skills and the ability to work in a group environment and meet deadlines. Attention to detail, accuracy, and a positive attitude a must. Interested applicants should submit their resume and over letter to: WNYA, 17 Fern Ave., Suite 100, Schenectady, NY 12306 or email to info@my4albany.com. EEO.

You are encouraged to refer qualified applicants to us for above openings. It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex, in all personnel actions. Please notify us immediately if you will not be disseminating information about this job to potential candidates.

- 1

Thank you for your assistance. If you know of any other organization that may be of assistance to our equal employment opportunity effort, we should appreciate you forwarding that information to us or if you would like to be taken off our job vacancy notification list, please contact us at the following address:

WNYA 5670 Wilshire Blvd., Suite 1300 Los Angeles, CA 90036 Attn: WNYA EEO



May 15, 2009

VIA FIRST CLASS MAIL
American Women in Radio & Television, Inc.
1342 Keyes Avenue
Albany, NY 12300

To Whom It May Concern:

Our television station serving the Albany-Schenectady DMA is currently seeking to fill the following employment openings:

WNYA Television My 4 Albany is seeking a promotion minded Account Executive who is experienced in media sales, can develop new business, manage and grow existing accounts and represent the station with the utmost professionalism. Computer proficiency in MS Outlook and Office required. Please send resumes to General Sales Manager, WNYA, 17 Fern Avenue, Suite 100, Schenectady, NY 12305 or email to info@my4albany.com. EEO.

WNYA – My 4 Albany has an opportunity for a full-time <u>Traffic and Operations Assistant</u>. Excellent computer skills required and previous traffic and/or master control experience preferred. Must be able to multitask, have good communications skills and the ability to work in a group environment and meet deadlines. Attention to detail, accuracy, and a positive attitude a must. Interested applicants should submit their resume and over letter to: WNYA, 17 Fern Ave., Suite 100, Schenectady, NY 12306 or email to <u>info@my4albany.com</u>. EEO.

You are encouraged to refer qualified applicants to us for above openings. It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex, in all personnel actions. Please notify us immediately if you will not be disseminating information about this job to potential candidates.

Thank you for your assistance. If you know of any other organization that may be of assistance to our equal employment opportunity effort, we should appreciate you forwarding that information to us or if you would like to be taken off our job vacancy notification list, please contact us at the following address:

WNYA 5670 Wilshire Blvd., Suite 1300 Los Angeles, CA 90036 Attn: WNYA EEO

# NY State Labor Department.

#### Step 5. Preview/Submit Job

Job Summary

Company Job not provided

ID:

Job Title: Traffic and Operations

**Assistant** 

Company: WNYA-TV

Location: Schenectady, NY 12306

AJE not provided

Reference

Number:

Job Start/End not provided

Date:

Job Type: Regular
Job Full Time

Classification:

Hours/Week: not provided
Salary Range: not provided
Education: Associates Degree

Required not provided

Degree/ Formal Training:

Required not provided

Licenses/ Certificates:

Experience: Mid Career(2-15 years)
Company http://www.my4albany.com

Homepage:

**Contact Information** 

Contact: STATION MANAGER

By Mail: WNYA-TV

17 FERN AVENUE, SUITE

100

SCHENECTADY, NY

12306

By E-

info@mytv4albany.com

mail:

#### Job Description

WNYA – My 4 Albany has an opportunity for a full-time Traffic and Operations Assistant. Excellent computer skills required and previous traffic and/or master control experience preferred. Must be able to multitask, have good communications skills and the ability to work in a group environment and meet deadlines. Attention to detail, accuracy, and a positive attitude a must. EEO.

#### **Job Benefits**

401-K/Retirement Plan Holidays Health Insurance Vacation

#### **Christine Meng**

From: craigslist.org [noreply@craigslist.org]

Sent: Monday, May 11, 2009 9:43 AM

To: duncan@my4albany.com

Subject: Your craigslist posting "TV Traffic and Operations Assistant"

Confirmation for Posting ID# 1165237901

Your ad, titled "TV Traffic and Operations Assistant," has been posted as follows:

http://albany.craigslist.org/tfr/1165237901.html (tv/film/video/radio/jobs)

Posts will appear in the list of postings and in search results in about 15 minutes.

If you have trouble finding your ad, please check our help page:
http://www.eraigslist.org/about/help/how\_to\_find\_your\_post\_in\_the\_fistings

Please log in into your account if you need to edit or delete your posting: https://accounts.craigslist.org/login

If you did not post this ad please change your account password asap:

For your protection please check our list of common scams: http://www.craigslist.org/about/scams.html

Thanks for using craigslist!

# Attachment C

# WNYA (TV) & WNYA-CA

# RECRUITMENT INITIATIVES FORM

### December 1, 2007 to November 30, 2008

|   | TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)  | BRIEF DESCRIPTION OF ACTIVITY   |
|---|--|---|
| 1 | Establish training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions. | Conduct on-going monthly training for master control operators to assist in acquiring the skills needed for promotion to program production. Master Control Operators attending the program were Jon Burns and Steven Meierdercks.  |
| 2 | Establish an internship program designed to assist members of the community to acquire skills needed for broadcast employment.         | WNYA Internship Fall 8/25/08-12/05/08 30 hours per week  WNYA hosted 1 intern in the production department from The College of St. Rose. The intern helped produce the Yankees Tonight Show. She also learn about television operations and editing, including learning to edit on Final Cut Pro. |

#### **MEMO TO FILE**

FROM: Duncan M. Brown

RE:

2008 Master Control Training

5/25/10

WNYA regularly trains master control operators for tasks which are outside their core duties. We train our operators on a computerized non-linear editor (Final Cut Pro software) so that they may become proficient with such promotion duties as "tagging" pre-made syndicated promos, assembling commercial and promotional material from scratch. We also train our operators in camera operation, and studio setup to utilize "down" time in commercial, promotion and program production.

WNYA employees attending the 2008 master control promotion production training sessions were:

Jonathon Burns Steven Meierdiercks

Duncan M. Brown,

Station Manager

# **WNYA INTERNSHIPS**

The objective of the WNYA internship program is to create an entry level learning experience for a student seeking college/trade school credit in Communications or Television Production.

The goal of this internship is to gain working experience and general knowledge of a Television Station as a whole, understand each role in the overall strategy of the station and gain basic understanding of the equipment used within each department.

Tasks include, but are not limited to, logging tapes, copying videos, basic video shooting in the studio, field production of commercial spots, interview-lighting, basic script writing, radio spot productions and general production assistance. There is a chance for sales experiences and overall station operation.

The length of the internship is determined by the individual school's internship requirements, and WNYA offers flexible hours to accommodate interns' schedules.

All internships are non-paid.

# The College of Saint Rose

432 Western Avenue, Albany, NY 12203-1490

1.800.637.8556

www.strose.edu

May 25, 2010

Michael Adamec WNYA-TVMY4 17 Fern Avenue, Suite 100 Schenectady NY 12306

This is to confirm that Kate Corey was enrolled in COM 494 Internship, in the Communications Department at the College of Saint Rose during the Fall Semester, 2008. As Internship Coordinator, I placed Kate in the internship, and she was supervised by Dr. Gary McLouth.

Mary Alice Molgard Assistant Professor

Communications Department The College of Saint Rose

for alin Sholay

Albany, NY

# WNYA (TV) & WNYA-CA

# RECRUITMENT INITIATIVES FORM

# December 1, 2008 to November 30, 2009

|   | TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)  | BRIEF DESCRIPTION OF ACTIVITY  |
|---|--|--|
| 1 | Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discriminating. | January 2009 Management level personnel participated in internal EEO training. |

#### **MEMO TO FILE**

FROM: Duncan M. Brown

RE:

2009 Sexual Harassment/EEO Hiring Meeting

5/25/10

On an annual basis, WNYA employees are required to attend a meeting where training is provided on ways to prevent sexual harassment in the workplace. Also during this annual meeting, employees are provided with training on the FCC's EEO rules and regulation. WNYA uses material provided by its outside communications counsel to lead the FCC/EEO portion of the meeting, the attached memo summarizes this material.

WNYA employees attending the 2009 Sexual Harassment/EEO Hiring meeting were:

Jonathon Burns
Steven Meierdiercks
Harry Morton
Timothy Vause
Christopher Markellos
Alisha Siligato
Tanya Papanier
Daniel Murphy
Michael Adamec
Duncan Brown

Duncan M. Brown,

**Station Manager** 



1776 K STREET NW WASHINGTON, DC 20006 PHONE 202,719,7000 FAX 202,719,7049

#### **MEMORANDUM**

TO:

**Broadcast Clients** 

DATE:

February 2007

RE:

"EEO Basics Binder" — How to Comply with the FCC's EEO Rules and Policies

With the publication of the Federal Communications Commission's Report and Order reviving equal employment opportunity ("EEO") rules for broadcast stations, the legal "effective date" of the new mandates was set for March 10, 2003. Accordingly, we have prepared this "EEO Basics Binder" to provide step-by-step instructions on how to comply with those broadcast-specific EEO requirements.

This binder contains brief summaries of the Commission's EEO program components as well as the forms and other record-keeping materials that a station should use to satisfy the FCC mandates. The 10-page introductory memo reviews each aspect of a licensee's EEO obligations and is followed by 13 tabbed sections that provide more detailed information concerning the specific requirements, as follows.

Tab 1: Basic Recruitment Obligation and **Exceptions**; Recruitment Sources

Tab 2: Notification

Tab 3: Recruitment Initiatives

Tab 4: Vacancy Data Form

Tab 5: Recruitment Initiatives Form

Tab 6: Interviewee Data Form

Tab 7: Triggering Violations or Deficiencies Tab 13: The FCC's EEO Rule

Tab 8: EEO Public File Report

Tab 9: Broadcast Mid-Term Report (Form 397)

Tab 10: Broadcast Equal Employment Opportunity Program Report (Form 396)

Tab 11: Broadcast Equal Employment Opportunity Model Program Report (Form 396-A)

Tab 12: Deadlines for Broadcast EEO Filings

Federal law imposes various other EEO requirements on entities with 50 or more employees. This binder applies strictly to the FCC's EEO requirements, and does not address the data that must be reported or the forms that must be filed with the U.S. Equal Employment Opportunity Commission ("EEOC"), such as the EEO-1 Form, or those requirements under Title VII of the Civil Rights Act.