



Stamp and Return

1776 K STREET NW
WASHINGTON, DC 20006
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FAX 202.719.7049

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McLEAN, VA 22102
PHONE 703.905.2800
FAX 703.905.2820

www.wileyrein.com

May 27, 2010

RECEIVED FCC

Joan Stewart
202.719.7438
jstewart@wileyrein.com

MAY 27 2010

VIA HAND DELIVERY

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,



Joan 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 Attachment B. 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.

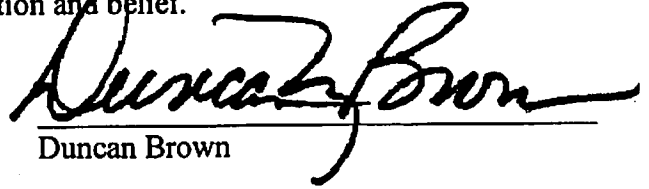
10. In response to Question 3(h) of the EEO Audit Letter, this SEU strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the unit provides equal opportunity and does not discriminate against 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 REPORT¹
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 Referring 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

* Exigent Circumstance

¹ 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.

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT**

December 1, 2007 to November 30, 2008

II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 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.nsr.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 <u>m</u>	No	0

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT**

December 1, 2007 to November 30, 2008

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
7	Hispanic Outreach Services Attn: Beatrice Aviles 130 Ontario Street Albany, NY 12206 Tel. 518-463-1217 Fax. 518-463-1218 Email. hosalbany@choiceonemail.com	No	0
8	NAACP Schenectady Branch Attn: Olivia Adams 955 State Street Schenectady, NY 12307-1521 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 http://www.sunysccc.edu/student/jps/employernew.htm	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

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT**

December 1, 2007 to November 30, 2008

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 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 Advertising 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 645 Albany-Shaker Road, Albany, NY Tel. 518-454-5000	No	4

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT**

December 1, 2007 to November 30, 2008

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
18	New York State Labor Department http://www.americasjobexchange.com 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	2
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			10

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT**

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 REPORT¹
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 Referring 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

¹ 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.

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT
December 1, 2008 to November 30, 2009**

II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 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 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. 518-463-1218 Email. hosalbany@choiceonemail.com	No	0

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT
December 1, 2008 to November 30, 2009**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
8	NAACP Schenectady Branch Attn: Olivia Adams 955 State Street Schenectady, NY 12307-1521 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 http://www.sunysccc.edu/student/jps/emp/loyernew.htm	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 Advertising 2345 Maxon Road Extension, Schenectady, NY Tel. 518-382-1100	No	0

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT
December 1, 2008 to November 30, 2009**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 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 645 Albany-Shaker Road, Albany, NY Tel. 518-454-5000	No	0
18	New York State Labor Department http://www.americasjobexchange.com 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

WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT
December 1, 2008 to November 30, 2009

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

¹ The person hired for this position indicated they learned about our opening from CapitalHelpWanted.com. WNYA did not advertise with CaptialHelpWanted.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.

**WNYA (TV) & WNYA-CA
EEO PUBLIC FILE REPORT
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 Interviewees Referred by RS for the Full-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

FOR INTERNAL BUSINESS RECORDS ONLY

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

Full-Time Job Title: Master Control Operator	Date Filled: 07/21/2008
Recruitment Source ("RS") Referring Hiree: Non-Employee Referral	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full- Time Vacancy
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	0
14	Carver Community Center	N	0
16	The Women's Building, Inc.	N	0
20	Non-Employee Referral	N	1
Total Interviewees			4

Christine Meng

From: Duncan Brown [duncan@mytv4albany.com]
Sent: Wednesday, May 21, 2008 10:37 AM
To: Christine Meng
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:

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 6/21/2008.
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
To: Christine Meng; info@mytv4albany.com
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

WNYA

17 Fern Ave., Suite 100

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



Wednesday, May 21, 2008

					EMPLOYER	JOBSEEKER	MEMBER
Home	Jobs	Internships	Books	Resources	Newsletter	Contact/Help	Support
Employer Home	Post Job/Internship	Edit/Delete/Update Posting		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.

[Homes](#) | [Membership](#) | [Newsletter](#) | [Who uses our service?](#) | [Employers](#) | [Post a job](#) | [Advertise](#) | [What people are saying about us](#) | [Report a Problem](#) | [Privacy](#) | [Blog](#) | [Ad Google Button](#)
 © 1999-2008 EntertainmentCareers.Net, Inc

The security of your personal information is of paramount importance to us



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



Wednesday, May 21, 2008

- EMPLOYER
 - JOBSEEKER
 - MEMBER
-
- Home
 - Jobs
 - Internships
 - Books
 - Resources
 - Newsletter
 - Contact/Help
 - Support
-
- Employer Home
 - Post Job/Internship
 - Edit/Delete/Update Posting
 - Services
 - Who uses us?
 - FAQ/HELP/Contact Us

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 postings******

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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 © 1999-2008 EntertainmentCareers.Net, Inc

The security of your personal information is of paramount importance to us



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]
Sent: Tuesday, May 13, 2008 2:21 PM
To: 'David Gwynn'
Subject: MC Operatorposting.doc
Attachments: 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]
Sent: Wednesday, June 11, 2008 2:31 PM
To: David Gwynn
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 Fern Ave., Suite 100
Schenectady, NY 12306
518-381-3751 ext. 222
Fx: 518-381-3740



June 16, 2008

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 assistance.



June 16, 2008

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:

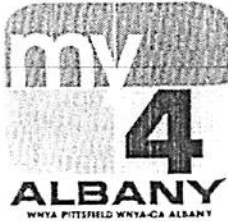
WNYA-TV has an immediate full-time opportunity for a master control operator. The master control operator performs all on air operations in a TV control room including recording programming from outside sources, preparing program material for air, and monitoring transmitters via remote control. Must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



June 16, 2008

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.

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 assistance.



June 16, 2008

VIA FIRST CLASS MAIL
NAACP Schenectady Branch
Attn: 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
 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 assistance.



June 16, 2008

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

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 assistance.



June 16, 2008

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
 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 by 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 assistance.

**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 to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-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 info@mytv4albany.com. EEO.

Duncan M. Brown

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

17 Fern Ave., Suite 100
Scheneclady, 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: 'David Gwynn'
Subject: 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@mytv4albany.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; sales@mytv4albany.com**

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
Schenectady, 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;

- • **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**

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
Schenectady, NY 12306
Attn: Station Manager

Ad Number: 000326239801 Client Name: WNYA-TV
Insertion Number: Advertiser: WNYA-TV
Size: 1 x 6.31944 Section/Page/Zone: F/005/Full
Color Type: B&W Description: 6 Line Referral ad - Sales Professional

Publication Date: 08/10/2008

This E-Sheet(R) is provided as supporting evidence that the ad appeared in The Albany Times Union on the date and page indicated. You may not create derivative works, or in any way exploit or repurpose any content.

F-5 Black

SEARS OPEN HOUSE, Sales Professional, ASSISTANT MANAGERS, newkirk, Liberty Town, Outside Sales, REAL ESTATE TEAM, RETAIL SALES - PART TIME, Administrative Assistant, Auto Sales, Answering Service, GOTTI GETTA DANCE, APARTMENT COMMUNITY, BOOKKEEPER, Bus Bar Backs, Bus Company Owners, CARLETONS, APPOINTMENT SETTERS, ASSISTANT COOK

SHORT CAR SALES, DETAIL, MECHANIC, COGNITIVE ELECTRICIAN, JUMP TRUCK, TMC has the Strength & Stability, ALL Training, Drivers, GREENWORKS, YACHTY ANNOUNCEMENT, COLLEGE, ELECTRICIAN, Facilities Assistant, FOOD SERVICE, CHILD BIRTHING, LIVING, CONSTRUCTION MANAGERS, CONCRETE FORM LETTER, Construction Coordinator, BOOKKEEPER, Bus Bar Backs, Bus Company Owners, CARLETONS, APPOINTMENT SETTERS, ASSISTANT COOK

MISSION VALLEY COMMUNITY COLLEGE, SEARCH EXTENDED, SEARCHING, HEATING AND REFRIGERATION, MECHANIC, Call Course Leaders, Call Course Instructors, Home Care, TMC has the Strength & Stability, ALL Training, Drivers, GREENWORKS, YACHTY ANNOUNCEMENT, COLLEGE, ELECTRICIAN, Facilities Assistant, FOOD SERVICE, CHILD BIRTHING, LIVING, CONSTRUCTION MANAGERS, CONCRETE FORM LETTER, Construction Coordinator, BOOKKEEPER, Bus Bar Backs, Bus Company Owners, CARLETONS, APPOINTMENT SETTERS, ASSISTANT COOK

AMERICAN OILFIELD SERVICES, Estimating Equipment Opportunity, Check, Stewards, Dishwashers, Human Service Careers (HSCC), Youth Case Manager, Independent Career Field, HERE WE GROW AGAIN!, Parts Person, A Global Power Leader, Northeast, Parts Person, DATABASE ADMINISTRATOR

THE FIREMEN'S HOME IS NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS: Account Payable, Payroll Bookkeeper, Full Time, Experienced in Nursing/Patient Processing a plus, 7-3 Shift, C.N.A. - Full Time and Part Time, L.P.N. - Full Time and Part Time, Housekeeper - Full Time, Kitchen Help - Full Time, 4-11 Shift, R.N. Relief Supervisor - Full Time, 11-7 Shift, Night Maintenance, Regular Part Time, COMPETITIVE PAY, EXCELLENT BENEFITS, FULL MEDICAL COVERAGE AND NOW FAMILY MEDICAL COVERAGE, Visit our website: www.firemenshome.com, Apply in person, Firemen's Home, 123 Harry Howard Avenue, Hudson, NY 12534, NO PHONE CALLS PLEASE

F-5 Black

BLK

AYCO

New York's Job ExchangeNY



New York's

Job Exchange
Logout



- Home
- Job Seeker
- Employers
- Search
- Help
- Support

Step 5. Preview/Submit Job

Job Summary

Company Job ID: not provided

Job Title: ACCOUNT EXECUTIVE

Company: WNYA-TV

Location: ALBANY-
SCHENECTADY, NY
12306

AJE: 514814209

Reference

Number:

Job Start/End Date: not provided

Job Type: Regular

Job: Full Time

Classification:

Hours/Week: not provided

Salary Range: not provided

Education: Associates Degree

Required Degree/

Formal

Training:

Required: not provided

Licenses/

Certificates:

Experience: Mid Career(2-15 years)

Company: <http://www.mytv4albany.com>

Homepage:

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	Sick Leave
Dental Insurance	Vacation
Health Insurance	Vision Insurance
Holidays	

Contact Information

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

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

Full-Time Job Title: Account Executive	Date Filled: 12/29/2008
Recruitment Source ("RS") Referring Hire: 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 to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-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@my4albany.com . EEO.

Christine Meng

From: jobs@tvjobs.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: 'David Gwynn'
Subject: job opening

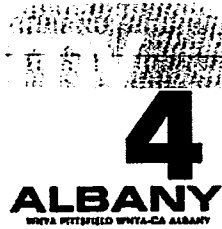
Please post on website

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 info@my4albany.com. 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@my4albany.com . EEO.

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 a must. Interested applicants should submit their resume and cover 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.

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:

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 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 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.



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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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 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@my4albany.com . EEO.

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 a must. Interested applicants should submit their resume and cover 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

New York's Job ExchangeNY



New York's

Job Exchange

Logout



- Home
- Job Seeker
- Employers
- Search
- Help
- Support

ACCOUNT EXECUTIVE

AJE Reference Number: 518497245

Company Job ID:

Step 5. Preview/Submit Job

Job Summary

Company Job ID: not provided

ID:

Job Title: ACCOUNT EXECUTIVE

Company: WNYA

Location: SCHENECTADY, NY

12306

AJE 518497245

Reference

Number:

Job Start/End Date: not provided

Date:

Job Type: Regular

Job Full Time

Classification:

Hours/Week: not provided

Salary Range: not provided

Education: Some College

Required Degree/

Degree/

Formal

Training:

Required Licenses/

Licenses/

Certificates :

Experience: Mid Career(2-15 years)

Company <http://www.my4albany.com>

Homepage :

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

Sick Leave

Dental Insurance

Vacation

Health Insurance

Vision Insurance

Holidays

Contact Information

Contact: GENERAL SALES
MANAGER

By E-mail: info@my4albany.com

ACCOUNT EXECUTIVE

AJE Reference Number: 518497245

Company Job ID: NON-VACANCY-SPECIFIC RECRUITMENT

Step 5. Preview/Submit Job

Job Summary

Company Job ID: NON-VACANCY-SPECIFIC RECRUITMENT

Job Title: ACCOUNT EXECUTIVE

Company: WNYA

Location: SCHENECTADY, NY 12306

AJE 518497245

Reference

Number:

Job Start/End Date: 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

By 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 Plan	Sick Leave
Dental Insurance	Vacation
Health Insurance	Vision
Holidays	Insurance

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:

<http://albany.craigslist.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:

<https://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 Hire: www.captialhelpwanted.com*	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-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
Total Interviewees			3

Christine Meng

From: jobs@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's 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 cover 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.

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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 Fern 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:

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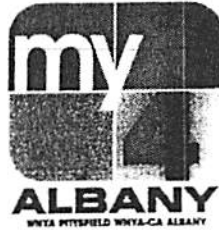
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1

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 12309

To Whom It May Concern:

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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 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

NY State Labor Department

Step 5. Preview/Submit Job

Job Summary

Company Job ID: not provided
Job Title: Traffic and Operations Assistant
Company: WNYA-TV
Location: Schenectady, NY 12306
AJE: not provided
Reference Number:
Job Start/End Date: not provided
Job Type: Regular
Job: Full Time
Classification:
Hours/Week: not provided
Salary Range: not provided
Education: Associates Degree
Required Degree/ Formal: not provided
Training:
Required Licenses/ Certificates: not provided
Experience: Mid Career(2-15 years)
Company: <http://www.my4albany.com>
Homepage:

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 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 a must. EEO.

Job Benefits

401-K/Retirement Plan	Holidays
Health Insurance	Vacation

Contact Information

Contact: STATION MANAGER
By Mail: WNYA-TV
17 FERN AVENUE, SUITE
100
SCHENECTADY, NY
12306

By E-mail: info@mytv4albany.com

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.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:

<https://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!

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.	<p>WNYA Internship Fall 8/25/08-12/05/08 30 hours per week</p> <p>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.</p>

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-TV MY4
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
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

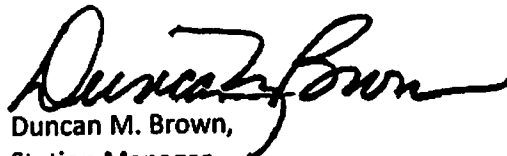
RE: 2009 Sexual Harassment/EEO Hiring Meeting

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.¹

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 8: EEO Public File Report
Tab 2: Notification	Tab 9: Broadcast Mid-Term Report (Form 397)
Tab 3: Recruitment Initiatives	Tab 10: Broadcast Equal Employment Opportunity Program Report (Form 396)
Tab 4: Vacancy Data Form	Tab 11: Broadcast Equal Employment Opportunity Model Program Report (Form 396-A)
Tab 5: Recruitment Initiatives Form	Tab 12: Deadlines for Broadcast EEO Filings
Tab 6: Interviewee Data Form	Tab 13: The FCC's EEO Rule
Tab 7: Triggering Violations or Deficiencies	

¹ 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.