

Joan Stewart  
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Wiley Rein LLP  
1776 K Street NW  
Washington, DC 20006  
Tel: 202.719.7000

June 8, 2023

**VIA POSTING TO FCC ONLINE PUBLIC INSPECTION FILE**

**wiley.law**

Elizabeth E. Goldin  
Assistant Chief, Investigations & Hearings Division  
Enforcement Bureau  
Federal Communications Commission

Re: **Response to Broadcast EEO Audit Letter  
Gray Television Licensee, LLC  
WWNY-TV, Carthage, NY  
Facility ID No. 68851**

Dear Ms. Goldin:

On behalf of Gray Television Licensee, LLC, licensee of the above referenced broadcast station in the Watertown, NY station employment unit ("SEU"), the undersigned submits the SEU's response to your letter of April 24, 2023 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 Eric Krebs, Vice President, of Gray Media Group, Inc., the parent of Gray Television Licensee, LLC, with copies of documentation responsive to your inquiry.

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

Respectfully submitted,

/s/ Joan Stewart

Joan Stewart  
*Counsel to Gray Television Licensee, LLC*

cc: *EB-EEO@fcc.gov*

## DECLARATION OF ERIC KREBS, VICE PRESIDENT/GENERAL MANAGER

I, Eric Krebs, hereby declare as follows:

1. I am a Vice President of Gray Media Group, Inc., the parent company of Gray Television Licensee, LLC (“Gray”), the licensee of WWNY-TV, Carthage, New York (FID 68851), which is part of a station employment unit based in Watertown, NY and which includes WWNY-CD, Massena, NY (FID 190915) and WNYF-CD, Watertown, NY (FID 168478), (the “SEU” or “Unit”). I am also the General Manager of this SEU. This Statement and relevant attachments are being submitted in response to the April 24, 2023 letter of Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division of the Commission’s Enforcement Bureau, concerning a random audit of 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 2(b)(i) of the EEO Audit Letter, 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.
4. In response to Question 2(b)(ii) of the EEO Audit Letter, the web addresses of the stations in this SEU are as follows: [www.wwnytv.com](http://www.wwnytv.com). A copy of the current EEO Public File Report is included on or linked to each of this website.
5. In response to Question 2(b)(iii), the date of each full-time hire listed in the SEU’s above-referenced EEO Public File Reports, in accordance with 47 C.F.R. § 73.2080(c)(5)(vi), is included in the internal business records appended at Attachment B. Further, the licensee acknowledges that it is required to retain records to document its outreach to the recruitment sources used to fill its full-time positions pursuant to 47 C.F.R. § 73.2080(c)(5)(iii), including the recruitment reflected in the above EEO Public File Reports. However, pursuant to the EEO Audit Letter, only one such job notice per position is included at Attachment B.
6. In response to Question 2(b)(iv) of the EEO Audit Letter, the internal business records appended at Attachment B also provide data concerning (a) the total number of interviewees for each vacancy and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the above EEO Public File Reports.
7. In response to Question 2(b)(v) of the EEO Audit Letter, documentation concerning the Unit’s performance of four points worth of recruitment initiative activity during the period covered by the above EEO Public File Reports and as described in § 73.2080(c)(2) is appended at Attachment C with participating personnel noted therein. This SEU employs a total of 52 full-time employees and at least one of our stations is located in a market with a population of more than 250,000. Accordingly, the SEU is required to perform at least four points worth of recruitment initiative activity during each two-year period measured from the date the stations in the SEU are required to file license renewal applications.

8. In response to Question 2(b)(vi) of the EEO Audit Letter, the licensee affirms that it is not aware of any complaints alleging unlawful discrimination in the employment practices of the stations in this SEU based on race, color, religion, national origin or sex filed before a body with jurisdiction under federal, state, territorial or local law during the current license term.

9. In response to Question 2(b)(vii) of the EEO Audit Letter, Gray provides online training webinars on FCC EEO compliance to its stations at periodic times throughout the year, hosted by Wiley Rein. Additionally, Gray requires that all jobs are posted to its corporate job search site. Job postings made to this site are automatically posted to Indeed.com. At the local level, this SEU recruits broadly for all open full-time positions. This SEU also publicizes its equal employment policy to employees and applicants through statements disseminated in job applications, posted in conspicuous areas within the workplace, and emailed periodically as reminders to employees. This SEU's employment practices are the ultimate responsibility of Raymond Weston, working in conjunction with the General Manager, in-house counsel at our corporate headquarters and, when applicable, outside employment and labor counsel.

At the corporate level, Gray Television emphasizes the importance of FCC EEO compliance to all levels within the company, including national, regional, and local personnel. Gray Television engages outside communications counsel to respond to requests for information and to provide further guidance to personnel with FCC EEO compliance. This SEU's compliance efforts include identifying our efforts to afford equal employment opportunities to employees and applicants through statements disseminated in job applications and posted in conspicuous areas within the workplace.

10. In response to Question 2(b)(viii) of the EEO Audit Letter, 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. This SEU takes great pride in making sure that WWNY participates in as many recruitment efforts as possible, specifically those efforts that engage the younger members of our community. Those efforts include offering station tours to elementary and middle school students in hopes of piquing the interest of those students to possibly look at the news media as a career choice, possibly molding the next generation of media employees. Career jams and job fairs are also an opportunity that we try to participate in regularly to try and locate local talent for future job opportunities. WWNY is also vested in giving students from local colleges and universities the opportunity to job-shadow and internship programs for specific positions at the station, again in hopes of molding future employees for the station. WWNY is committed to recruiting and retaining the best talent we can find to help serve our community.

11. In response to Question 2(b)(ix) 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 they provide equal opportunity and do not have a discriminatory effect.

Dated: June 8, 2023

[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE TO  
DECLARATION OF ERIC KREBS, VICE PRESIDENT/GENERAL MANAGER**

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.

A handwritten signature in black ink, appearing to read 'E. Krebs', written over a horizontal line.

ERIC KREBS

# ATTACHMENT A

**WWNY/WNYF-CD/WWNY-CD**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2021 – January 31, 2022<sup>1</sup>**

**I. VACANCY LIST**

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Broadcast Technician	1, 2, 8, 9	8
Broadcast Technician	1, 2, 8, 9	2
Morning Show Producer	1, 2, 9	2
Multimedia Journalist	1, 2, 9	2
Master Control Supervisor	1, 2, 8, 9	8
Marketing Sales Assistant	1, 2, 9, 12	12
Account Executive	1, 2, 9, 11	11
Technical Media Producer	1, 2, 9	2

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<sup>1</sup> This report was amended in May 2023 to address reporting discrepancies.

**WWNY/WNYF-LD/WWNY-CD  
EEO PUBLIC FILE REPORT  
February 1, 2021 – January 31, 2022**

**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Indeed.com	N	0
2	Gray.TV/careers posts automatically to Indeed.com	N	13
3	Syracuse University – Newhouse School <a href="https://newhouse.syr.edu/career-development/employers/post-job-or-internship">https://newhouse.syr.edu/career-development/employers/post-job-or-internship</a>	N	0
4	Journalismjobs.com	N	0
5	TVJobs.com	N	0
6	Watertown Daily Times 260 Washington St. Watertown NY 13601 Attn: Lori Coburn 782-1000	N	0
7	WWNYTV.com	N	0
8	Internal candidate	N	4
9	On-Air Announcements	N	0
10	Penn State jobs website, <a href="http://met.psu.edu">met.psu.edu</a>	N	0
11	Self-Referral	N	1
12	Employee referral	N	1
13	Jefferson Community College Career Placement Services 1220 Coffeen St., Watertown, NY 13601 Michelle Gefell , Exec. Dir. 786-2269	N	0
14	SUNY College of Tech Career Services Cornell Drive, FOB 232, Canton, NY 13617 Joel Bixby, Exec. Dir. 386-7119	N	0
15	NYS Broadcasters <a href="http://www.nysbroadcastersassn.org">www.nysbroadcastersassn.org</a> Contact: Sandy@nysbroadcasters.org	N	0
16	Syracuse Post Standard PO Box 4915, One Clinton Sq., Syracuse, NY 13221-4915 Attn: Classified desk 470-0032	N	0
17	St. Lawrence University Center for Career Excellence Attn: Anne Clements <a href="mailto:aclements@stlawu.edu">aclements@stlawu.edu</a>	N	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			<b>19</b>

**WWNY/WNYF-LD/WWNY-CD  
EEO PUBLIC FILE REPORT  
February 1, 2021 – January 31, 2022**

**III. RECRUITMENT INITIATIVES**

	<b>Type Of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>
<b>1</b>	Participate in an event/program sponsored by an educational institution	On March 10, 2021, one of our MMJ/Reporters was a guest speaker at the Copenhagen Central School Career Day. She presented to three groups of high school students about what it is like to be a reporter, what kind of skills a person should have to be a reporter, and the kind of education a student might need to pursue a career as a reporter. Our MMJ/Reporter prepared a Powerpoint and video to show students the range of things a reporter can do. She also brought in her camera equipment so students could see first-hand what it's like to be an MMJ. Students were also able to ask questions.
<b>2</b>	Host an internship program	<p>From March to May, 2021, our SEU hosted an internship program that allowed college students to gain real-world broadcasting experience by working directly on our newscasts. We ran following internship programs during this reporting year:</p> <p>Production Internship. Three students from Utica College and Syracuse University worked directly with various news teams to learn how to produce a newscast, including writing and editing stories.</p> <p>Sports internship. One student from Brooklyn College learned what is involved in producing a sports segment for local news.</p> <p>Students were supervised by members of our Production and Sports departments.</p>
<b>3</b>	Sponsor an event/program for or on behalf of an educational institution.	From February to June 2021, our SEU hosted a mentorship program for a broadcast TV class at SUNY Oswego. Various station employees worked directly with students to assist in producing a news show that aired weekly. The students' work was critiqued and they were provided feedback on how to continue to advance.
<b>4</b>	Participate in an event/program sponsored by an	On November 5, 2021, our Creative Outreach Coordinator spoke to groups of students from South



	educational institution	Lewis Middle School about working at WWNY and jobs in the media. Sessions were 25 minutes in length and included Q&A opportunities for the students.
5	Participate in a career fair	On January 5, 2022, our Creative Outreach Coordinator participated in a virtual job fair sponsored by The New York State Department of Labor. Via a sophisticated online platform, job seekers were connected to our SEU and businesses in real time. Job seekers were able to submit their resumes, interview, and network.

**WWNY-TV/WNYF-CD/WWNY-CD**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2022 – January 31, 2023<sup>1</sup>**

**I. VACANCY LIST**

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Technical Media Producer/Commercial Producer	1, 2, 7-9, 11	8
Multimedia Journalist	1, 2, 7, 9	2
Multimedia Journalist	1, 2, 7, 9	2
Multimedia Journalist	1, 2, 7, 9	2
Technical Media Producer	1, 2, 7, 9, 12, 18	2
Technical Media Producer	1, 2, 7, 9, 12, 18	12
Technical Media Producer	1, 2, 7, 9, 12, 18	2
Account Executive	1, 2, 7, 9, 11	9
Account Executive	1, 2, 7, 9, 11	9
Multimedia Journalist (St. Lawrence County)	1, 2, 4, 7, 9, 11, 17	2

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<sup>1</sup> This report was amended in May 2023 to address reporting discrepancies.

**WWNY-TV/WNYF-CD/WWNY-CD**  
**EEO PUBLIC FILE REPORT**  
February 1, 2022 – January 31, 2023

**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Indeed.com	N	0
2	Gray.TV (Posts automatically to Indeed.com)	N	6
3	Syracuse University – Newhouse School <a href="https://newhouse.syr.edu/career-development/employers/post-job-or-internship">https://newhouse.syr.edu/career-development/employers/post-job-or-internship</a>	N	0
4	Journalismjobs.com	N	0
5	TVJobs.com	N	0
6	Watertown Daily Times 260 Washington St. Watertown NY 13601 Attn: Lori Coburn 782-1000	N	0
7	WWNYTV.com	N	2
8	Internal candidate	N	2
9	WWNY TV Facebook and LinkedIn	N	4
10	Penn State jobs website, <a href="http://met.psu.edu">met.psu.edu</a>	N	0
11	On-Air Announcements	N	0
12	Employee Referral	N	2
13	Jefferson Community College Career Placement Services 1220 Coffeen St., Watertown, NY 13601 Michelle Gefell , Exec. Dir. 786-2269	N	0
14	SUNY College of Tech Career Services Cornell Drive, FOB 232, Canton, NY 13617 Joel Bixby, Exec. Dir. 386-7119	N	0
15	NYS Broadcasters <a href="http://www.nysbroadcastersassn.org">www.nysbroadcastersassn.org</a> Contact: Sandy@nysbroadcasters.org	N	0
16	Syracuse Post Standard PO Box 4915, One Clinton Sq., Syracuse, NY 13221-4915 Attn: Classified desk 470-0032	N	0
17	St. Lawrence University Center for Career Excellence Attn: Anne Clements <a href="mailto:aclements@stlawu.edu">aclements@stlawu.edu</a>	N	0
18	Job Fair	N	1
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			<b>17</b>

**WWNY-TV/WNYF-CD/WWNY-CD**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2022 – January 31, 2023**

**III. RECRUITMENT INITIATIVES**

	<b>Type Of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>
<b>1</b>	Sponsor an event/program for or on behalf of an educational institution	On April 22, 2022, five students and a teacher from Jefferson Community College came to the station for a tour and an inside look at television broadcasting. Students watched a live newscast and discussed career paths and job functions with SEU employees.
<b>2</b>	Host an internship program	<p>From February to August 2022, our SEU hosted an internship program that allowed college students to gain real-world broadcasting experience by working directly on our newscasts. We ran following internship programs during this reporting year:</p> <p>Journalism internships. Four students from SUNY Oswego and Utica College participated in internships learning the basics of television journalism from news gathering to on-air presentation and everything in between.</p> <p>Weather internship. A U.S. Army soldier preparing to transition back to civilian life participated in an internship program with our weather department. The soldier learned about meteorology and forecasting techniques and we helped her develop her resume tape.</p>
<b>3</b>	Participate in an event/program for or on behalf of an educational institution	On March 2, 2022, our SEU participated in the SUNY Oswego Spring Career Fair. SEU staff spoke to students interested in a career path in the broadcasting industry and also conducted interviews.
<b>4</b>	Participate in an event/program for or on behalf of a community organization	<p>On May 26, 2022, the Jefferson Lewis Workplace Development Board hosted the 6<sup>th</sup> Annual Career Jam, a career information event, at the Watertown Municipal Area. The event was held at the Municipal Arena in Watertown for students interested in communications and media careers.</p> <p>Students were able to ask questions about careers in the television industry as well as participate in</p>

		hands-on activities that included mock newscasts with students portraying themselves as anchors and reporters. SEU staff set up a teleprompter for students to read from and then provided feedback.
5	Participate in a career fair	On September 27, 2022, our SEU participated in the 10 <sup>th</sup> Annual Jefferson-Lewis Job Fair held at the Hilton Garden Inn. During the event SEU staff spoke to participants about current job openings at the SEU, answered questions from job seekers, and collected resumes.
6	Participate in a career fair	On October 12, 2022, our SEU participated in the SUNY Oswego Career and Internship Fair. During the event SEU staff spoke to participants about current job openings at the SEU, answered questions from job seekers, and collected resumes.
7	Participate in an event/program sponsored by an educational institution	On November 9, 2022, one of our MMJ/Reporters was a guest speaker at the Copenhagen Central School Career Day. She presented to three groups of high school students about what it is like to be a reporter, what kind of skills a person should have to be a reporter, and the kind of education a student might need to pursue a career as a reporter. Our MMJ/Reporter prepared a Powerpoint and video to show students the range of things a reporter can do. She also brought in her camera equipment so students could see first-hand what it's like to be an MMJ. Students were also able to ask questions.

## **ATTACHMENT B**

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Broadcast Technician	<b>Date Filled:</b> 11/23/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Internal Candidate	<b>Total Number of Interviewees:</b> 5

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.tv career site (posts automatically to Indeed.com)	N	4
8	Internal candidate	N	1
9	On air announcements	N	

## Job Posting Template

PEOPLEMATTER JOB TITLE (How it will be displayed on job site): Broadcast Technician

GRAY JOB TITLE (Reference Position Code List & any special departments): Engineer H

STATION: WWNY

DEPARTMENT: Engineering

FLSA STATUS:  Exempt (Salaried) OR  Non-Exempt (Hourly)

POSITION CODE: E5E1NY

LOCATION (List the satellite location if applicable): Watertown

REPORTS TO: James Felton

If Location is not listed in drop down please list here: \_\_\_\_\_

### **ABOUT GRAY TELEVISION:**

Gray Television supports *local community interests* by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 86 markets. We are an *unmatched broadcast pioneer* that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the *latest technology* and seeking new ways to stay on top in our markets, we focus on training and development of the *best and brightest* employees in the business.

### **ABOUT STATION:**

We are one of the best small TV stations in America. WWNY has a 65 year history of superior journalism, community commitment, technical excellence. It's the first job for many people who go on to major TV markets and network positions, and the first job for others who choose to stay and make a life in New York state's north country. We have a reputation for taking good, talented people and making them better. As part of the Gray Television group, we have access to a dedicated Washington bureau and state of the art equipment. Geographically, we're nestled between Lake Ontario, the 1000 Islands, Southeast Ontario, Canada, the St. Lawrence Seaway and the beautiful Adirondacks. This region offers an abundance of recreation and a plethora of things to do. Send your resume to us now!

### **JOB SUMMARY:**

Career Engineering opportunity exists at the North Country's legacy WWNY Channel 7 for the right candidate. Quality of life, great compensation and benefits all while enjoying the small town life of the North County has to offer.

- Candidate with proper aptitude and work ethic could be advanced to Chief Engineer position within 5 years
- Great quality of life
- Generous step up compensation plan
- Excellent Benefits
- NAB broadcast and IT training provided if needed

### **GENERAL RESPONSIBILITIES (Use bullet points & Listed duties):**

- Installation and maintenance of Broadcast systems
- Installation and maintenance of Computer systems
- Installation and maintenance of News gathering systems
- General building and studio repairs or construction

### **QUALIFICATIONS:**

- Problem solver
- Working with technical resources to ensure we continue to deliver local news, weather, sports, and entertainment to North Country residents
- Ability to work on projects with minimal supervision
- Positive attitude and team player



## Ray Weston

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**From:** Diane Douglas  
**Sent:** Friday, October 22, 2021 3:54 PM  
**To:** Jim Felton  
**Cc:** Ray Weston; GrayTV - Jobs  
**Subject:** Posting Conf.: WWNY - Broadcast Eng. - 10/22/21

Jim,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com may take up to 24 hours to post job.**

Please Note: Contact your station OM/HR manager before closing a position.

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=fde526fa-5a6c-4e44-b611-ec2827d2f11d>

# BROADCAST TECHNICIAN - WWNY Published

0 Applicants

WWNY Watertown 142 | Engineering 500 | No Sub | Division

Details Postings

## Company Job Boards ^

Job Board	Internal	External	Actions
<b>Gray Television</b> Posted Date:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> <b>int</b> was posted on 10/22/2021			
<input type="checkbox"/> <b>ext</b> was posted on 10/22/2021			
<input type="checkbox"/> Display as Featured			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

## Third Party Job Sites

Post opportunities to third party job sites.

### Auto-Feed ^

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

#### Job Site

Indeed

#### Status

Posted Today

*Diane E. Douglas*

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| ☎ 313.622.3323

Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890



**WWNY/WNYF-CD/WWNY-CD  
ABBREVIATED VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Broadcast Technician	<b>Date Filled:</b> 12/20/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv career site (Indeed.com)	<b>Total Number of Interviewees:</b> <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Broadcast Technician position filled on 11/23/2021 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.

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Morning Show Producer	<b>Date Filled:</b> 12/1/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv career site (Indeed.com)	<b>Total Number of Interviewees:</b> 3

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.tv career site (posts automatically to Indeed.com)	N	3
9	On air announcements	N	

Essential responsibilities include, but are not limited to:

- Review rundowns and scripts
- Develop new content for morning shows
- Assist news leadership team in executing content initiatives across all platforms
- Help develop content via the 7 News Digital desk (over the top programming)
- Lead the morning team in editorial meetings

**Qualifications/Requirements:**

- Journalism degree with more than two years experience in the industry preferred
- Excellent writer/storyteller
- Excellent newscast producer
- Excellent news judgement
- Strong organizational skills
- Capable of quickly altering plans for breaking news/weather
- Editing skills preferred/ Web publishing skills preferred
- On-the-job training available

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on "**apply now**"*

**Additional Info:**

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

*As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.*

Powered by UKG

# Ray Weston

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**From:** Diane Douglas  
**Sent:** Wednesday, April 26, 2023 7:20 PM  
**To:** Ray Weston  
**Subject:** Posting/LIVE: WWNY - Morning Show Prod. - 9/14/21

**From:** Diane Douglas <Diane.Douglas@gray.tv>  
**Sent:** Tuesday, September 14, 2021 5:53 PM  
**To:** Jeff Nelson <jnelson@wwnytv.net>  
**Cc:** GrayTV - Jobs <GrayTV.Jobs@gray.tv>  
**Subject:** Re: WWNY - Morning Show Prod. - 9/14/21

Hi Jeff,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com may take up to 24 hours to post job.**

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=577b36f6-4cfa-4b0b-bdf4-a9b16fead42>

## MORNING SHOW PRODUCER - WWNY Published

0 Applicants  
WWNY Watertown 142 | News 520 | No Sub | Division

Details Postings

### Company Job Boards

#### Job Board

Posted Date ↕

Internal

External

Actions

#### Gray Television

was posted on 09/14/2021

was posted on 09/14/2021

Display as Featured

Save

Cancel

### Third Party Job Sites

Post opportunities to third party job sites.

#### Auto-Feed

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site ↕

Status ▲

Indeed

Posted Today

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Multimedia Journalist	<b>Date Filled:</b> 7/19/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv career site (Indeed.com)	<b>Total Number of Interviewees:</b> 3

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.tv career site (posts automatically to Indeed.com)	N	3
9	On air announcements	N	

## Accessibility Note:

If you are a job seeker with a disability and require a reasonable accommodation to apply for one of our jobs, you will find the contact information to request the appropriate accommodation by visiting the following page:

[Accessibility Accommodation for Applicants](#)

[Dismiss Note](#)

[Tweet](#)

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# MULTIMEDIA JOURNALIST - WWNY

**Job Category:** News

**Requisition Number:** MULTI003273



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Full-Time

Watertown, NY 13601, USA

## Job Details

### Description

#### About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 101 television markets. Upon closing pending transaction, Gray will own television stations serving 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

#### About WWNY:

WWNY-TV is the legacy broadcaster in Northern New York's "north country." We serve Jefferson, Lewis, and St. Lawrence counties, from the Thousand Islands to the beautiful Adirondacks.

#### Job Summary/Description:

7 News, the north country's news leader, is looking for a full-time MMJ. We pride ourselves on helping younger reporters hone their writing, photography, and broadcasting skills in an award winning newsroom filled with journalists who have decades of experience in the market. We're looking for candidates who are passionate about news, storytelling, and local journalism that matters.

Your responsibilities will include (but not be limited to) the following:



- Work with 7 News team to develop engaging local stories
- Shoot, edit, write, and report news stories on-air five days a week
- Fill-in anchor opportunities available

**Qualifications/Requirements:**

- Four-year journalism degree preferred
- Experience with ENPS, Edius preferred
- On-the-job training available
- Must be able to carry 35-50 lbs. of camera gear

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on "**apply now**"*

**Additional Info:**

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

*As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.*

#LI-CW1

## Qualifications

### Education

**Preferred**

Bachelors or better.

### Licenses & Certifications

**Required**

Drivers License

Powered by UKG

## Ray Weston

---

**From:** Diane Douglas  
**Sent:** Wednesday, April 26, 2023 7:21 PM  
**To:** Ray Weston  
**Subject:** Job Posting Conf.: WWNY- MMJ Job Posting (5/5/21)

**From:** Diane Douglas <Diane.Douglas@gray.tv>  
**Sent:** Wednesday, May 5, 2021 4:31 PM  
**To:** Jeff Nelson <jnelson@wwnytv.net>  
**Cc:** Eric Krebs <ekrebs@wwnytv.net>; GrayTV - Jobs <GrayTV.Jobs@gray.tv>  
**Subject:** Job Posting Conf.: WWNY- MMJ Job Posting (5/5/21)

Hello Jeff,

This email confirmation is for the position(s) of **MMJ @ WWNY**, you may **click on link below** to your web address window to view:

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/?q=wwny&o=relevance&w=&wc=&we=&wpst=>

The position(s) above is now active on the following: **Indeed.com; Gray-TV websites.**

**Also note:** Some managers may ask how to find the links to their direct jobs on the UKG Job Board so they can post them to other sites:

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=cc17f262-b823-47e1-a08c-6e66c702849b>

1. Go to the job board
2. Search the station's call letters
3. Click on the job you would like to copy the link to
4. Then copy the link for that job. – Then you can paste it anywhere

You may keep this confirmation email for your EEO reports and audits. Let me know if you have any questions!

Diane

*Diane E. Douglas*

**Human Resources/Recruitment**

4370 Peachtree Road NE • Atlanta, GA 30319

| C 313.622.3323

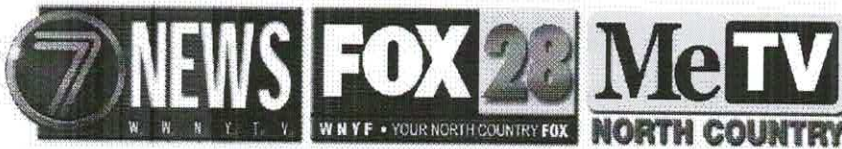
Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Master Control Supervisor	<b>Date Filled:</b> 2/15/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Internal Candidate	<b>Total Number of Interviewees:</b> 3

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.tv career site (posts automatically to Indeed.com)	N	
8	Internal candidate	N	3
9	On air announcements	N	



**WWNY/WNYF/MeTV**

120 Arcade Street – Watertown, NY 13601  
315-788-3800 News FAX: 315-788-3787  
wwnytv.com

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January 26, 2021

### **Master Control Supervisor (Assistant Production Manager) – FT**

**WWNY/WNYF/MeTV** has an opening for a Master Control Supervisor. Trains and manages all operators, ensuring proficiency and maintaining broadcast specs/standards. Oversees the day-to-day operation of the control room by preparing work schedules, developing written procedures and ensuring quality control for on-air content. Important to effectively supervise people, projects and daily workload in a demanding, technical, and real-time environment. Recruit, train, and manage a team of broadcast professionals. Essential to possess strong organizational and time management skills. Candidate should be self-motivated, focused and solution oriented. Willing to work additional hours and adjustable work shifts to meet daily requirements.

#### **Job Functions & Key Duties:**

- Responsible for the supervision of all on-air operations of WWNY, WNYF and MeTV.
- Proficient in the operation of all broadcast equipment commonly associated with Master Control including, computers, switchers, terminals, automation system, videotape machines (KiPro), digital servers, ingest equipment, routing switchers, frame-syncs, satellite downlink receivers and controllers, automation play-lists, air-client, media client, secondary events, waveform/vectorscope, switchers, Fox Splicer, EAS encoders/decoders and school-closing/crawl systems.
- Works independently to prioritize work and delegate assignments as needed.
- Assigns work for master control operators on assigned shifts.
- Recruit, train, and manage a team of broadcast professionals holding them accountable to the highest standards in the television industry.
- Assists in equipment troubleshooting.
- This position requires 24 hour on-call status and various operating shifts, including weekends and or holidays.
- Knowledge of FCC and NAB rules and regulations.
- Airing of program and commercial material and compliance with FCC regulations
- Responsible for all satellite coordination, records, programs, on-air product for three stations and all other master control operations.
- Able to prioritize and handle multiple tasks simultaneously and work effectively under pressure.
- Adhere to safety rules and participate in applicable safety programs.
- Adhere to WWNY/NABET Contract.
- Perform other duties as assigned.

**Expertise/Training/Educational Qualifications:**

- Knowledge of FCC Rules, Regulations and Standards
- Valid NYS Driver's License
- Strong computer skills
- Strong math/timing skills
- Excellent communication skills
- Knowledge of NYS Labor Laws
- Must possess strong attention to detail skills

**Physical Requirements:**

- Careful concentration
- Regular use of computer workstation/keyboard
- Occasional lifting of 20-40lb equipment (but not limited to) file boxes, camera bag, tapes, lighting equipment or supplies
- Ability to climb a 15-foot ladder
- Ability to clean off dishes in parking lot and facility roof in inclement weather using a 10lb extended pole roof rake or brush
- Good hearing and vision necessary

**Please email resume to [jseymour@wwnytv.net](mailto:jseymour@wwnytv.net)**

**Additional Info:**

WWNY-TV is an Equal Opportunity Employer and owned by Gray Television. Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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## Ray Weston

---

**From:** Diane Douglas  
**Sent:** Wednesday, January 27, 2021 1:02 PM  
**To:** Ray Weston  
**Cc:** John Seymour; Eric Krebs  
**Subject:** Job Posting Conf.: Master Control Supervisor @ WWNY (1/27/2021)

Good afternoon Ray,

Per your request for job posting, this email serves as confirmation for the job posting of **Master Control Supervisor at WWNY**, click on the link below to review:

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=031e3914-b421-429d-a9b2-acbd01289e27&refererUrl=https://gray.tv/>

The position(s) listed above is now active on **PeopleMatter/SNAG, Indeed.com, and Gray-TV websites** as of 1/27/2021.

**Note:** If you'd like the position(s) to be posted on your local station's website, please see someone in your IT department.

Continued good health!

Diane



**Douglas E Diane**

Receptionist

4370 Peachtree Road NE • Atlanta, GA 30319

☎ 470.225.5400 | 📠 313.622.3323

**Website:** [www.gray.tv](http://www.gray.tv) | **Help Desk:** (866)344-0890

---

**From:** Ray Weston <rweston@wwnytv.net>  
**Sent:** Tuesday, January 26, 2021 2:13 PM  
**To:** GrayTV - Jobs <GrayTV.Jobs@gray.tv>  
**Cc:** John Seymour <jseymour@wwnytv.net>; Eric Krebs <ekrebs@wwnytv.net>  
**Subject:** WWNY job posting

Please post attached job opening.....

Thanks....Ray

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Sales Marketing Assistant	<b>Date Filled:</b> 11/23/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Employee Referral	<b>Total Number of Interviewees:</b> 2

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.tv career site (posts automatically to Indeed.com)	N	1
9	On air announcements	N	
12	Employee referral	N	1

## Accessibility Note:

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[Accessibility Accommodation for Applicants](#)

[Dismiss Note](#)

[Tweet](#)

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# MARKETING SALES ASSISTANT - WWNY

**Job Category:** Sales

**Requisition Number:** SALES003182

Posted: November 4, 2021

Closed: December 8, 2021

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Full-Time

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Watertown, NY 13601, USA

## Job Details

### Description

#### About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 101 television markets. Upon closing pending transaction, Gray will own television stations serving 113 television markets that collectively reach 36 percent of US television households. We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

#### About WWNY:

WWNY TV, a Gray Television station, has a 65+ year tradition of serving northern New York. We operate three TV stations, WWNY (CBS), WNYF (Fox) and MeTV, seen in Jefferson, Lewis and St. Lawrence counties. Our highly rated news and programming reaches more than 100,000 households. WWNY TV, a Gray Television station, has a 65 year tradition of serving northern New York. We operate three TV stations, WWNY (CBS), WNYF (Fox) and MeTV, seen in Jefferson, Lewis and St. Lawrence counties. Our highly rated news and programming reaches more than 100,000 households.

#### Job Summary/Description:

Long term career opportunity with advancement exists at the North Country's legacy WWNY Channel 7 for the right candidate. Quality of life, great compensation, and benefits all while enjoying the small-town life the North County has to offer. The right person will possess outstanding attention to detail, organization skills, and the ability to work without direct supervision.



The ideal candidate will have a strong understanding of numbers and be proficient in Microsoft products. The candidate will provide support to the sales team's efforts by working with the channel 7 sales team and their advertisers to ensure their advertising needs are met. Training will be provided.

Responsibilities include, but not limited to:

- Liaison between, sales, programming, master control, and accounting departments

**Qualifications/Requirements:**

- Must be proficient in Word, Excel, and PowerPoint
- Excellent communication skills
- Attention to detail a must

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on "**apply now**"*

**Additional Info:**

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*As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.*

Powered by UKG

## Ray Weston

---

**From:** Diane Douglas  
**Sent:** Thursday, November 4, 2021 4:46 PM  
**To:** Ray Weston  
**Cc:** GrayTV - Jobs  
**Subject:** Posting Conf.: WWNY - Marketing Sales Assistant - 11/4/21

Hi Ray,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com may take up to 24 hours to post job.**

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=8b2ab672-8081-4f38-a564-fe75da1479a5>

# MARKETING SALES ASSISTANT - WWNY Published

0 Applicants

WWNY Watertown 142 | Sales 550 | No Sub | Division

Details Postings

## Company Job Boards ^

### Job Board

Refresh

Internal

External

Actions

Gray Television



int was posted on 11/04/2021

ext was posted on 11/04/2021

Display as Featured

Save

Cancel

## Third Party Job Sites

Post opportunities to third party job sites.

### Auto-Feed ^

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site +

Status +

Indeed

Posted Today

*Diane E. Douglas*

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| ☎ 313.622.3323

Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890



**WWNY/WNYF-CD/WWNY-CD**

**VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Account Executive	<b>Date Filled:</b> 9/28/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Self Referral	<b>Total Number of Interviewees:</b> 1

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.tv career site (posts automatically to Indeed.com)	N	
9	On air announcements	N	
11	Self Referral	N	1

## **WWNY**

### **Account Executive**

WWNY, a Gray Television station, and the North County's number one station, is looking for a high-energy, creative individual that enjoys working with local business owners. If you have experience selling anything directly to decision-makers we want to show you how you can increase your income working at a market leading media company. We offer a paid training salary, medical/dental, 401K and paid time off. Our commission and bonus structure will allow you to grow without limits.

#### **General Responsibilities:**

Strong communication skills

- Must be interested in digital advertising technology
- Creativity to develop advertising solutions
- Solid writing skills
- Willingness to set appointments with new prospects
- Ability to develop lasting business relationships and grow a portfolio of clients
- Ability to learn a new product

#### **Qualifications:**

Valid NYS Driver's License

A natural curiosity about how businesses work

Strong computer skills

Excellent communication skills

Must possess strong attention to detail skills

Careful concentration

Regular use of computer workstation/keyboard

## Ray Weston

---

**From:** Diane Douglas  
**Sent:** Wednesday, April 26, 2023 7:20 PM  
**To:** Ray Weston  
**Subject:** Posting Conf.: WWNY - Account Executive - 7/28/21

**From:** Diane Douglas <Diane.Douglas@gray.tv>  
**Sent:** Wednesday, July 28, 2021 2:02 PM  
**To:** Samantha Robbins <srobbins@wwnytv.net>  
**Cc:** GrayTV - Jobs <jobs@gray.tv>; Ray Weston <rweston@wwnytv.net>  
**Subject:** Job Posting Conf.: WWNY - Account Executive - 7/28/21

Hello Sam,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records.

Acct. Executive - WWNY

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=53d95a51-4442-41ea-a698-d4f9e2b13fdf>

# ACCOUNT EXECUTIVE - WWNY Published

0 Applicants

WWNY Watertown 142 | Sales 550 | No Sub | Division

- Details
- Postings

### Company Job Boards ^

Job Board	Internal	External	Actions
Gray Television Posted Date ↻			
<input type="checkbox"/> <b>int</b> was posted on 07/28/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/> <b>ext</b> was posted on 07/28/2021			

Display as Featured

### Third Party Job Sites

Post opportunities to third party job sites.

### Auto-Feed ^

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site ↕	Status ↕
Indeed	Posted Today

*Diane E. Douglas*

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| C 313.622.3323

Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890



WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Technical Media Producer	<b>Date Filled:</b> 10/18/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv career site (Indeed.com)	<b>Total Number of Interviewees:</b> 2

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.tv career site (posts automatically to Indeed.com)	N	2
9	On air announcements	N	



# TECHNICAL MEDIA PRODUCER (PRIMARY) - WWNY

**Job Category:** Operations

**Requisition Number:** TECHN002294

## Posting Details

- - Posted: August 6, 2021
    - Closed: October 14, 2021
  - Full-Time
- 

## • Locations

Showing 1 location  
Watertown, NY 13601, USA

## Job Details

### Description

#### **About Gray Television:**

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 85 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

#### **Job Summary/Description:**

WWNY/WNYF/MeTV has an opening for a Technical Media Producer. Expected to maintain and ensure the broadcast quality of on-air product. Perform the assigned duties/tasks in a live control-room environment which broadcasts 3 local television affiliates. Direct live or pre-recorded productions as assigned.

Performs live control-room duties in a fast paced environment, including managing commercial playlists, executing program commercial/promotional changes, logging discrepancies and upholding broadcast standards and FCC regulations. Strong attention to detail, multitasking and time management skills are necessary. Direct live and prerecorded productions as assigned for 7News programming. Daily work with the following platforms: Ross Overdrive automation, Ross production video switcher (Acuity), ENPS, Xpression Graphics, Adobe Suite, supporting equipment in Production/Master Control - including the ability to effectively perform operations with robotic camera operation, prompter operation, audio operation and a working knowledge of non-linear editing.

Must work well unsupervised and within a team environment. Must possess troubleshooting, analytical skills and work well under pressure. Must be willing to work a varied schedule to support a broadcast environment which includes nights, weekends, holidays and overtime. Candidate should be technically inclined with sharp computer skills. Training provided. Broadcast experience preferred, but not required.

The primary job duties and responsibilities include, but are not limited to:

- Great communication and people skills.
- Operating knowledge of PCs (graphics and automation computers).
- Must be a team player, self-motivated, focused, well organized and solution oriented.
- Must possess strong creative, organizational and time management skills.

#### **Expertise/Training/Educational Qualifications:**

- Must be able to retain and practice FCC Rules, Regulations and Standards
- Valid NYS Driver's License
- Strong computer skills
- Strong math/timing skills
- Excellent communication skills
- Must possess strong attention to detail skills

#### **Physical Requirements:**

- Careful concentration
- Regular use of computer workstation/keyboard
- Occasional lifting of 20-40lb equipment (but not limited to) file boxes, camera bag, tapes, lighting equipment or supplies
- Ability to climb a 15-foot ladder

- Ability to clean off dishes in parking lot and facility roof in inclement weather using a 10lb extended pole roof rake or brush
- Good hearing and vision necessary

If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopenings>, you may type in job title, station call letters, or click on "**apply now**"

### **Additional Info:**

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*As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.*

## Qualifications

### Licenses & Certifications

#### **Required**

Drivers License

## Ray Weston

---

**From:** Diane Douglas  
**Sent:** Friday, August 6, 2021 10:04 AM  
**To:** John Lafary  
**Cc:** Ray Weston; GrayTV - Jobs  
**Subject:** Job Posting Conf.: WWNY - TMP (Prim) - 8/6

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. Indeed may take up to 24 hours to post job.

**Please note: If you need additional hires for this job, don't close the position, let us know, and we will add additional FTE's.**

WWNY - TMP (Prim)

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=a90c834d-fa6a-49b4-b3be-6b978ddca053>

# TECHNICAL MEDIA PRODUCER (PRIMARY) - WWNY Published

0 Applicants

WWNY Watertown 142 | Operations 510 | No Sub | Division

Details Postings

## Company Job Boards

### Job Board

Refresh

### Gray Television

**int** was posted on 08/06/2021

**ext** was posted on 08/06/2021

Display as Featured

Save Cancel

Internal

External

Actions



## Third Party Job Sites

Post opportunities to third party job sites

### Auto-Feed

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site

Status

Indeed

Posted Today

*Diane E. Douglas*

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| C 313.622.3323

Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890



From: John Lafary <jlafary@wwnytv.net>

Sent: Thursday, August 5, 2021 1:41 PM

To: GrayTV - Jobs <jobs@gray.tv>

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Technical Media Producer/Commercial Producer	<b>Date Filled:</b> 3/11/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Internal Candidate	<b>Total Number of Interviewees:</b> 2

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.TV/Careers (posts automatically to Indeed.com)	N	
7	WWNYTV.com	N	
8	Internal candidate	N	2
9	WWNY TV Facebook and LinkedIn	N	
11	On-Air advertisement	N	

## Accessibility Note:

If you are a job seeker with a disability and require a reasonable accommodation to apply for one of our jobs, you will find the contact information to request the appropriate accommodation by visiting the following page:

[Accessibility Accommodation for Applicants](#)

[Dismiss Note](#)

[Tweet](#)

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# COMMERCIAL PRODUCER/TECHNICAL DIRECTOR - WWNY

**Job Category:** Creative Services

**Requisition Number:** PRODU003932

Posted: January 28, 2022

Closed: March 11, 2022

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Full-Time

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Watertown, NY 13601, USA

## Job Details

### Description

#### About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

#### About WWNY:

Lights, Camera, Action...This is your opportunity to work in today's fast paced digital television industry! Since 1954 WWNY-TV has been a broadcast leader and pioneer for our television audience in the north country. We are a broadcast visionary. We are known for our state-of-the-art facility and premier technology. Often being the first to integrate innovative broadcasting products to our production and news departments. We bring big city production and professionalism to upstate New York and have a dedicated, award-winning staff both in front of---and behind the cameras. If you want to build your career and work with some of the most professional and creative minds in the business, this is the job for you. Geographically, we're nestled between Lake Ontario, the 1000 Islands, Southeast Ontario, Canada, the St. Lawrence Seaway, and the beautiful Adirondacks. This region offers an abundance of recreation and a plethora of things to do. Send your resume and reel to us right now!

#### Job Summary/Description:

This position will fulfill a variety of multimedia functions which include shooting and editing video, writing, and conceptualizing creative projects for commercial clients, station promotions and other station projects. The position requires effective script writing skills, and a good overall knowledge of video production with client satisfaction in mind. You must be a self-motivator, highly organized and willing to juggle multiple projects at times with short deadlines. Ability to complete projects with little supervision and practice good editorial judgment. Additionally, this position is accountable for directing a variety of highly rated news programs. Attention to detail and time management are necessary. Candidate must have comprehensive computer experience and ability to multitask under pressure. Ideal candidate should be familiar with broadcast equipment, field/studio camera's, switchers, Ross Automation and Adobe Products. Must be willing to work a varied schedule to support a broadcast environment which includes nights, weekends, holidays, and overtime. Candidate should be technically inclined with sharp computer skills. Training provided. Broadcast experience preferred, but not required.

Primary job duties and responsibilities include, but are not limited to:

- Produce direct, write, shoot, and edit advertiser commercials, promotions, public service announcements, corporate videos, and program specials.
- Formulate creative concepts
- Write scripts for commercials, promotions, short & long form programming
- Shoot and record in-field or studio footage
- Make necessary graphics/Logos
- Edit utilizing non-linear editing equipment, Adobe Suite
- Responsible for proper handling of all paperwork associated with productions
- Trouble shoot and problem solving while out on location and coordinating projects between multiple departments.
- Directing and switching the station newscasts, local programs and remotes.
- Utilize Ross Overdrive automation and ENPS Newsroom system and all peripheral equipment: switcher, audio board, Xpresssion CG, Digital tape machines, studio lighting, floor direction, teleprompter, cameras, robotic cameras, and other associated equipment for production/newscast sessions.
- Adjust operation according to demands of changing news.
- Work effectively in live news production environment
- Work with news department in the preparations of newscasts.
- Work with other production crew to produce news broadcast.
- Able to perform in high stress, fast-paced environment
- Perform proper microphone and equipment checks
- Prep studio and props prior to airing/recording of newscasts or production shoots
- Record and edit daily topical and promotional material
- Work with news department in the preparations of newscasts.
- Knowledge of FCC rules and regulations

#### **Qualifications/Requirements:**

- Great communication and people skills.
- Compelling writer. Recognizes how to craft an engaging message focused on viewer benefit
- Experience with Video Production including script writing, videography, audio and editing
- Knowledge of Adobe Creative Suite, focusing on After Effects and Premiere Pro
- Proficient in lighting for both studio and location environments
- Operating knowledge of PCs (graphics and automation computers).
- Must be a team player, self-motivated, focused, well organized and solution oriented.
- Must possess strong creative, organizational and time management skills.
- Sitting or standing for long periods of time.
- Good or corrected hearing and vision.
- Good English-speaking skills, the ability to speak clearly.
- Regular use of computer workstation/keyboard
- Occasional lifting of 20-40lb equipment (but not limited to) file boxes, camera bag, tapes, lighting equipment or supplies
- Ability to climb a 15-foot ladder
- Ability to clean off dishes in parking lot and facility roof in inclement weather using a 10lb extended pole roof rake or brush
- Valid Driver's License necessary with clean driving record



Qualified, interested applicants may go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on **"apply now"**, upload your resume, cover letter and references

**Additional Info:**

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

*As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.*

## Qualifications

### Licenses & Certifications

**Required**

Drivers License

Powered by UKG

## Ray Weston

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**From:** Diane Douglas  
**Sent:** Friday, January 28, 2022 8:30 AM  
**To:** John Seymour  
**Cc:** Ray Weston; GrayTV - Jobs  
**Subject:** Posting/LIVE: WWNY - Commercial Prod./Tech Director - 1/28/22

Hi John,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com may take up to 24 hours to post job.**

**IMPORTANT:** Make sure you complete the hiring process before closing out a job.  
All department heads, inform your OM/HR or business managers before closing a position.

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/Opportunity/OpportunityDetail?opportunityId=6a3de0d9-8b8e-4618-9a7f-2c77e6dd9dbf>

# COMMERCIAL PRODUCER/TECHNICAL DIRECTOR - WWNY Published

0 Applicants

WWNY Watertown 142 | Operations 510 | No Sub | Division

Details Postings

## Company Job Boards

### Job Board

Posted Date ↻

#### Gray Television

**int** was posted on 01/28/2022

**ext** was posted on 01/28/2022

Display as Featured

Save

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Internal

External



## Third Party Job Sites

Post opportunities to third party job sites.

### Auto-Feed

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site ↕

Status \*

Indeed

Posted Today

*Diane E. Douglas*

Human Resource Specialist

4370 Peachtree Road NE • Atlanta, GA 30319

| C 313.622.3323

Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890



CELEBRATING MARTIN LUTHER KING JR. DAY



*"Our lives begin to end the day we become silent about things that matter"*



gray  
Television • Digital • Website

INTERNATIONAL  
HOLOCAUST  
REMEMBRANCE DAY | JANUARY 27

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Multimedia Journalist	<b>Date Filled:</b> 2/7/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv/Careers	<b>Total Number of Interviewees:</b> 3

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.TV/Careers (posts automatically to Indeed.com)	N	3
7	WWNYTV.com	N	
9	WWNY TV Facebook and LinkedIn	N	

## Accessibility Note:

If you are a job seeker with a disability and require a reasonable accommodation to apply for one of our jobs, you will find the contact information to request the appropriate accommodation by visiting the following page:

[Accessibility Accommodation for Applicants](#)

[Dismiss Note](#)

[Tweet](#)

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# MULTIMEDIA JOURNALIST - WWNY

**Job Category:** News

**Requisition Number:** MULTI003273

Posted: December 29, 2021

Closed: May 20, 2022

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Full-Time

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Watertown, NY 13601, USA

## Job Details

### Description

#### About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 101 television markets. Upon closing pending transaction, Gray will own television stations serving 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

#### About WWNY:

WWNY-TV is the legacy broadcaster in Northern New York's "north country." We serve Jefferson, Lewis, and St. Lawrence counties, from the Thousand Islands to the beautiful Adirondacks.

#### Job Summary/Description:

7 News, the north country's news leader, is looking for a full-time MMJ. We pride ourselves on helping younger reporters hone their writing, photography, and broadcasting skills in an award winning newsroom filled with journalists who have decades of experience in the market. We're looking for candidates who are passionate about news, storytelling, and local journalism that matters.

Your responsibilities will include (but not be limited to) the following:

- Work with 7 News team to develop engaging local stories
- Shoot, edit, write, and report news stories on-air five days a week
- Fill-in anchor opportunities available

**Qualifications/Requirements:**

- Four-year journalism degree preferred
- Experience with ENPS, Edius preferred
- On-the-job training available
- Must be able to carry 35-50 lbs. of camera gear

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on "**apply now**"*

**Additional Info:**

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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*As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.*

#LI-CW1

## Qualifications

### Education

**Preferred**

Bachelors or better.

### Licenses & Certifications

**Required**

Drivers License

Powered by UKG

## Ray Weston

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**From:** Diane Douglas  
**Sent:** Thursday, November 18, 2021 9:07 AM  
**To:** Jeff Nelson  
**Cc:** GrayTV - Jobs; Ray Weston  
**Subject:** Posting Conf.: WWNY - MMJ - 11/18/21

Hi Jeff,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com may take up to 24 hours to post job.**

Please note: If you need additional hires for this job, ***don't close the position***, just email us, and we will add additional FTEs. Contact your station OM/HR manager before closing a position.

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=89018767-04dd-4d53-a119-a007b8ff9525>

# MULTIMEDIA JOURNALIST - WWNY Published

0 Applicants

WWNY Watertown 142 | News 520 | No Sub | Division

Details Postings

## Company Job Boards

### Job Board

Refresh

### Gray Television

was posted on 11/18/2021

was posted on 11/18/2021

Internal

External

Actions



Display as Featured

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## Third Party Job Sites

Post opportunities to third party job sites.

### Auto-Feed

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site

Indeed

Status

Posted Today

*Diane E. Douglas*

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| ☎ 313.622.3323

Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890



From: Jeff Nelson <jnelson@wwnytv.net>  
Sent: Wednesday, November 17, 2021 12:50 PM  
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>  
Subject: WWNY - MMJ

Thanks very much!



**WWNY/WNYF-CD/WWNY-CD  
ABBREVIATED VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Multimedia Journalist	<b>Date Filled:</b> 5/20/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv/Careers	<b>Total Number of Interviewees:</b> <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Multimedia Journalist position filled on 2/7/2022 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.

**WWNY/WNYF-CD/WWNY-CD  
ABBREVIATED VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Multimedia Journalist	<b>Date Filled:</b> 8/3/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv/Careers	<b>Total Number of Interviewees:</b> <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Multimedia Journalist position filled on 2/7/2022 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.

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Technical Media Producer	<b>Date Filled:</b> 8/3/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.TV/Careers	<b>Total Number of Interviewees:</b> 5

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.TV/Careers (posts automatically to Indeed.com)	N	2
7	WWNYTV.com	N	
9	WWNY TV Facebook and LinkedIn	N	
12	Employee Referral	N	2
18	Job Fair	N	1

## Accessibility Note:

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[Accessibility Accommodation for Applicants](#)

[Dismiss Note](#)

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# TECHNICAL MEDIA PROD. (PRIMARY) - WWNY

**Job Category:** Operations

**Requisition Number:** TECHN005401



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Full-Time

Watertown, NY 13601, USA

## Job Details

### Description

**About Gray Television:**

Gray Television is a leading media company that owns and operates high-quality stations in 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

**About WWNY:**

Lights, Camera, Action...This is your opportunity to work in today's fast paced digital television industry! Since 1954 WWNY-TV has been a broadcast leader and pioneer for our television audience in the north country. We are a broadcast visionary. We are known for our state-of-the-art facility and premier technology. Often being the first to integrate innovative broadcasting products to our production and news departments. We bring big city production and professionalism to upstate New York and have a dedicated, award-winning staff both in front of--and behind the cameras. If you want to build your career and work with some of the most professional and creative minds in the business, this is the job for you. Geographically, we're nestled between Lake Ontario, the 1000 Islands, Southeast Ontario, Canada, the St. Lawrence Seaway, and the beautiful Adirondacks. This region offers an abundance of recreation and a plethora of things to do. Send your resume and reel to us right now!

**Job Summary/Description:**

WWNY Television has an opening for a Technical Media Producer. Expected to maintain and ensure the broadcast quality of our on-air product and perform duties in a live control-room environment. Direct live and prerecorded productions as assigned for 7News programming.

Performs live control-room duties in a fast-paced environment, including managing commercial playlists, executing program commercial/promotional changes, logging discrepancies and upholding broadcast standards and FCC regulations. Strong attention to detail, multitasking and time management skills are necessary. Direct live and prerecorded productions as assigned for 7News programming. Daily work with the following platforms: Ross Overdrive automation, Ross production video switcher (Acuity), ENPS, Xpression Graphics, Adobe Suite, supporting equipment in Production/Master Control - including the ability to effectively perform operations with robotic camera operation, prompter operation, audio operation and a working knowledge of non-linear editing.

Must work well unsupervised and within a team environment. Must possess troubleshooting, analytical skills and work well under pressure. Must be willing and able to work a varied schedule to support a broadcast environment which includes nights, weekends, holidays, and overtime. Candidate should be technically inclined with sharp computer skills. Training provided. Broadcast experience preferred, but not required.

Duties and responsibilities include (but are not limited to):

- Great communication and people skills.
- Operating knowledge of PCs (graphics and automation computers).
- Must be a team player, self-motivated, focused, well organized and solution oriented.
- Must possess strong creative, organizational and time management skills.

#### **Qualifications/Requirements:**

Expertise/Training/Educational Qualifications -

- Must be able to retain and practice FCC Rules, Regulations and Standards
- Valid NYS Driver's License
- Strong computer skills
- Strong math/timing skills
- Excellent communication skills
- Must possess strong attention to detail skills

Physical Requirements -

- Great communication and people skills.
- Operating knowledge of PCs (graphics and automation computers)
- Must be a team player, self-motivated, focused, well organized and solution oriented
- Must possess strong creative, organizational and time management skills
- Valid Driver's License necessary
- Sitting or standing for long periods of time
- Good or corrected hearing and vision
- Good English-speaking skills, the ability to speak clearly
- Careful concentration, ability to stay focused
- Regular use of computer workstation/keyboard
- Occasional lifting of 20-40lb equipment (but not limited to) file boxes, camera bag, tapes, lighting equipment or supplies
- Ability to climb a 15-foot ladder
- Ability to clean off dishes in parking lot and facility roof in inclement weather using a 10lb extended pole roof rake or brush
- Good hearing and vision necessary

Qualified, interested applicants may go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on **"apply now"**, upload your resume, cover letter and references

#### **Additional Info:**

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*As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.*

## Qualifications

### Licenses & Certifications

#### Required

Drivers License

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## Ray Weston

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**From:** Diane Douglas  
**Sent:** Thursday, July 14, 2022 1:52 PM  
**To:** John Seymour  
**Cc:** GrayTV - Jobs; Ray Weston  
**Subject:** Posting/LIVE: WWNY - Tech. Media Prod. - 7/14/22

John,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com and Career Builder may take up to 24 hours to post job.**

IMPORTANT: Make sure you complete the hiring process before closing out a job. All department heads, inform your OM/HR or business managers before closing a position. ***Closing a position prematurely will disrupt the hiring process of the candidate.***

TECHNICAL MEDIA PROD. (PRIMARY) - WWNY | Gray Television (ultipro.com)

# TECHNICAL MEDIA PROD. (PRIMARY) - WWNY Published

Applicants

WWNY Watertown 142 | Operations 510 | No Sub | Division

[Details](#) [Postings](#)

## Company Job Boards

### Job Board

Posted Date

#### Gray Television

**int** was posted on 07/14/2022

**ext** was posted on 07/14/2022

Internal

External



Display as Featured

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## Third Party Job Sites

Post opportunities to third party job sites.

### Auto-Feed

This opportunity will be posted automatically to the following job sites.

- CareerBuilder
- Indeed

*Diane E. Douglas*

Human Resource Specialist

| 4370 Peachtree Road NE • Atlanta, GA 30319

| ☎ 313.622.3323

Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890

**Please Note:** after 5:00pm (EST) - positions are posted next business day

**Approved Positions:** posted within 24 business day hours

NATIONAL  
**DISABILITY  
INDEPENDENCE**  
DAY





**WWNY/WNYF-CD/WWNY-CD  
ABBREVIATED VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Technical Media Producer	<b>Date Filled:</b> 9/20/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Employee referral	<b>Total Number of Interviewees:</b> <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Technical Media Producer position filled on 8/3/2022 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.

**WWNY/WNYF-CD/WWNY-CD  
ABBREVIATED VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Technical Media Producer	<b>Date Filled:</b> 12/6/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv/Careers	<b>Total Number of Interviewees:</b> <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Technical Media Producer position filled on 8/3/2022 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.

WWNY/WNYF-CD/WWNY-CD

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Account Executive	<b>Date Filled:</b> 7/28/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> WWNY TV Facebook and LinkedIn	<b>Total Number of Interviewees:</b> 4

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.TV/Careers, posts automatically to Indeed.com	N	
7	WWNYTV.com/Gray.tv career site (Indeed.com)	N	
9	WWNY TV Facebook and LinkedIn	N	4
11	On air announcement	N	

## **WWNY**

### **Account Executive**

WWNY, a Gray Television station, and the North County's number one station, is looking for a high-energy, creative individual that enjoys working with local business owners. If you have experience selling anything directly to decision-makers we want to show you how you can increase your income working at a market leading media company. We offer a paid training salary, medical/dental, 401K and paid time off. Our commission and bonus structure will allow you to grow without limits.

#### **General Responsibilities:**

Strong communication skills

- Must be interested in digital advertising technology
- Creativity to develop advertising solutions
- Solid writing skills
- Willingness to set appointments with new prospects
- Ability to develop lasting business relationships and grow a portfolio of clients
- Ability to learn a new product

#### **Qualifications:**

Valid NYS Driver's License

A natural curiosity about how businesses work

Strong computer skills

Excellent communication skills

Must possess strong attention to detail skills

Careful concentration

Regular use of computer workstation/keyboard

## Ray Weston

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**From:** Diane Douglas  
**Sent:** Tuesday, October 26, 2021 1:03 PM  
**To:** Samantha Robbins  
**Cc:** Ray Weston; GrayTV - Jobs  
**Subject:** Posting Conf.: WWNY - Account Executive - 10/26/21

Hi Samantha,

Please note: If you need additional hires for this job, ***don't close the position***, just email us, and we will add additional FTEs. Contact your station OM/HR manager before closing a position.

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com may take up to 24 hours to post job.**

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=5b23d0bd-9a25-456f-8152-73d3586664ed>

# ACCOUNT EXECUTIVE - WWNY Published

0 Applicants

WWNY Watertown 142 | Sales 550 | No Sub | Division

Details Postings

## Company Job Boards

### Job Board

Posted Date

Internal

External

Actions

### Gray Television

**int** was posted on 10/26/2021

**ext** was posted on 10/26/2021



Display as Featured

Save

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## Third Party Job Sites

Post opportunities to third party job sites.

### Auto-Feed

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Job Site

Status

Indeed

Posted Today

*Diane E. Douglas*

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| ☎ 313.622.3323

Website: [www.gray.tv](http://www.gray.tv) | Help Desk: (866)344-0890



**WWNY/WNYF-CD/WWNY-CD  
ABBREVIATED VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Account Executive	<b>Date Filled:</b> 7/28/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> WWNY TV Facebook and LinkedIn	<b>Total Number of Interviewees:</b> <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Account Executive position filled on 7/28/2022 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.

**WWNY/WNYF-CD/WWNY-CD**

**VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Multimedia Journalist (St. Lawrence County)	<b>Date Filled:</b> 4/1/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Gray.tv/Careers	<b>Total Number of Interviewees:</b> 3

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
1	Indeed.com	N	
2	Gray.TV/Careers (posts automatically to Indeed.com)	N	1
4	Journalismjobs.com	N	
7	WWNYTV.com	N	2
9	WWNY TV Facebook and LinkedIn	N	
11	On air announcement	N	
17	St. Lawrence University, Center for Career Excellence	N	



## Accessibility Note:

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[Accessibility Accommodation for Applicants](#)

[Dismiss Note](#)

[Tweet](#)

# CHIEF MULTIMEDIA JOURNALIST (St. Lawrence County) - WWNY

**Job Category:** News

**Requisition Number:** CHIEF003714

Posted: March 2, 2022

Closed: April 6, 2022

Full-Time

Watertown, NY 13601, USA

## Job Details

### Description

#### About Gray Television:

Gray Television is a leading media company that owns and operates high-quality stations in 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

#### About WWNY:

WWNY TV, a Gray Television station, has a 65 year tradition of serving northern New York. We operate three TV stations, WWNY (CBS), WNYF (Fox) and MeTV, seen in Jefferson, Lewis and St. Lawrence counties. Our highly rated news and programming reaches more than 100,000 households. WWNY TV, a Gray Television station, has a 65 year tradition of serving northern New York. We operate three TV stations, WWNY (CBS), WNYF (Fox) and MeTV, seen in Jefferson, Lewis and St. Lawrence counties. Our highly rated news and programming reaches more than 100,000 households.

#### Job Summary/Description:

WWNY-TV in Watertown, the north country's dominant news station, has a rare opportunity for a St. Lawrence County bureau Chief Multimedia Journalist. Our St. Lawrence County bureau, based in Canton, NY, covers a varied geographic area- the college towns of Canton and Potsdam, farmlands, industrial towns, and tourism spots along the gorgeous St. Lawrence River

and Adirondacks. While this can be an opportunity for a young journalist looking to tell the most compelling stories in a community, this position has also afforded seasoned, career journalists the chance to make a jump into television, or make the move to a friendly, family-oriented market. Applicants with extensive journalism experience will be paid accordingly.

Primary job duties and responsibilities include, but are not limited to:

- Generally, a Monday- Friday schedule. Produce one to two stories per day for broadcast.
- Shoot, write, and edit PKGs for TV.
- Develop leads and story ideas in St. Lawrence County, NY
- Cover spot news as it happens

#### **Qualifications/Requirements:**

- Four-year journalism degree preferred
- Experience with ENPS, Edius preferred
- On-the-job training available
- Must be able to carry 35-50 lbs. of camera gear

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter and references*

#### **Additional Info:**

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

*As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.*

## Qualifications

### Education

#### **Required**

Bachelors or better in Journalism or related field.

Powered by UKG

**From:** Diane Douglas <Diane.Douglas@gray.tv>  
**Sent:** Wednesday, January 5, 2022 1:04 PM  
**To:** Jeff Nelson <jnelson@wwnytv.net>  
**Cc:** GrayTV - Jobs <GrayTV.Jobs@gray.tv>  
**Subject:** Posting/LIVE: WWNY- St. Lawrence County Chief MMJ - 1/5/22

Hi Jeff,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records. **Indeed.com may take up to 24 hours to post job.**

**IMPORTANT:** Make sure you complete the hiring process before closing out a job.  
All department heads, inform your OM/HR or business managers before closing a position.

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/Opportunity/OpportunityDetail?opportunityId=e30347d6-ec6a-47a9-9cf6-144dbc0840e7>

## CHIEF MULTIMEDIA JOURNALIST (St. Lawrence County) - WWNY

 0 Applicants

WWNY Watertown 1.42 | News 520 | No Sub | Division

Job Board	Internal	External
Gray Television <input type="checkbox"/> was posted on 01/05/2022 <input type="checkbox"/> was posted on 01/05/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Display as Featured

Save Cancel

### Third Party Job Sites

Post opportunities to third party job sites.

**Auto-Feed**

This opportunity will be posted automatically to the following job sites.

- Indeed

You have successfully refreshed this opportunity on all its company job boards.  
 It also has been refreshed on the following third party job sites:

- Indeed

# CHIEF MULTIMEDIA JOURNALIST (St. Lawrence County) - WWNY Published

Previ

2 Applicants

WWNY Watertown 142 | News 520 | No Sub | Division

Opportunity Details | Job Board Postings

## Company Job Boards

Job Board	Internal	External	Actions
Posted Date Gray Television <input type="checkbox"/> <b>int</b> was posted on 03/02/2022 <input type="checkbox"/> <b>ext</b> was posted on 03/02/2022 <input type="checkbox"/> Display as Featured <input type="button" value="Save"/> <input type="button" value="Cancel"/>	☑	☑	⋮

## Third Party Job Sites

Post opportunities to third party job sites.

### Auto-Feed *1 job posting*

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites.  
 It may take up to 24 hours for the posting to become available.

Job Site ⇅	Status ^	Applicants ⇅	Actions
Indeed	Posted Today	-	⋮

# ATTACHMENT C

**WWNY/WNYF-LD/WWNY-CD  
RECRUITMENT INITIATIVE FORM**

	<b>Type Of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>
<b>1</b>	Participate in an event/program sponsored by an educational institution	On March 10, 2021, one of our MMJ/Reporters was a guest speaker at the Copenhagen Central School Career Day. She presented to three groups of high school students about what it is like to be a reporter, what kind of skills a person should have to be a reporter, and the kind of education a student might need to pursue a career as a reporter. Our MMJ/Reporter prepared a Powerpoint and video to show students the range of things a reporter can do. She also brought in her camera equipment so students could see first-hand what it's like to be an MMJ. Students were also able to ask questions.
<b>2</b>	Host an internship program	<p>From March to May, 2021, our SEU hosted an internship program that allowed college students to gain real-world broadcasting experience by working directly on our newscasts. We ran following internship programs during this reporting year:</p> <p>Production Internship. Three students from Utica College and Syracuse University worked directly with various news teams to learn how to produce a newscast, including writing and editing stories.</p> <p>Sports internship. One student from Brooklyn College learned what is involved in producing a sports segment for local news.</p> <p>Students were supervised by members of our Production and Sports departments.</p>
<b>3</b>	Sponsor an event/program for or on behalf of an educational institution.	From February to June 2021, our SEU hosted a mentorship program for a broadcast TV class at SUNY Oswego. Various station employees worked directly with students to assist in producing a news show that aired weekly. The students' work was critiqued and they were

		provided feedback on how to continue to advance.
4	Participate in an event/program sponsored by an educational institution	On November 5, 2021, our Creative Outreach Coordinator spoke to groups of students from South Lewis Middle School about working at WWNY and jobs in the media. Sessions were 25 minutes in length and included Q&A opportunities for the students.
5	Participate in a career fair	On January 5, 2022, our Creative Outreach Coordinator participated in a virtual job fair sponsored by The New York State Department of Labor. Via a sophisticated online platform, job seekers were connected to our SEU and businesses in real time. Job seekers were able to submit their resumes, interview, and network.

## Ray Weston

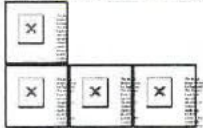
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**From:** Jeff Nelson  
**Sent:** Tuesday, March 23, 2021 11:19 AM  
**To:** Ray Weston  
**Subject:** Re: Newsroom internships

[REDACTED]

### Jeff Nelson

WWNY/WNYF/MeTV - News Director  
(w) 315-788-3800 x227 (c) 315 430 1349  
[jeffrey.nelson@gray.tv](mailto:jeffrey.nelson@gray.tv)



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**From:** Ray Weston <[rweston@wwnytv.net](mailto:rweston@wwnytv.net)>  
**Sent:** Tuesday, March 23, 2021 11:17 AM  
**To:** Jeff Nelson <[jnelson@wwnytv.net](mailto:jnelson@wwnytv.net)>  
**Subject:** RE: Newsroom internships

[REDACTED]

### Ray Weston

WWNY/WNYF/MeTV - Office Manager  
315-788-3800 x232  
Fax 315-782-7468  
[rweston@wwnytv.net](mailto:rweston@wwnytv.net)

---

**From:** Jeff Nelson <[jnelson@wwnytv.net](mailto:jnelson@wwnytv.net)>  
**Sent:** Tuesday, March 23, 2021 10:54 AM  
**To:** Ray Weston <[rweston@wwnytv.net](mailto:rweston@wwnytv.net)>  
**Subject:** Newsroom internships

WWNY Newsroom internships – Spring 2021

AM Producing intern – [REDACTED] Utica College – Meets with AM team for two – three hours every Friday. Discusses show stack, helps write stories for cut-ins, stays in communication with the anchors to see how the production of the newscast translates to their jobs.



Producing intern- [REDACTED], Syracuse University – Meets with John Moore for three hours every Thursday and actually produces segments for First at Five. Writes and edits short stories.

Sports intern- [REDACTED], Brooklyn College of the City U of New York – Mel Busler sets his schedule. He is working with Mel to obtain zoom/online interviews to be used in sportscasts.

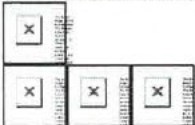
Suny Oswego mentoring program – This college has a broadcast TV track that has students producing a news show every Friday. We've agreed to mentor about a half dozen of these students. They send us their work each week and we provide feedback. Personally, I've been mentoring three students. Cole and Erin have been pitching in too. We expect to mentor about ten students are so by the time the semester is complete.

**Jeff Nelson**

WWNY/WNYF/MeTV - News Director

(w) 315-788-3800 x227 (c) 315 430 1349

[jeffrey.nelson@gray.tv](mailto:jeffrey.nelson@gray.tv)



## Ray Weston

---

**From:** Jeff Cole  
**Sent:** Wednesday, April 26, 2023 11:43 AM  
**To:** Ray Weston  
**Subject:** Fwd: ROSTER

*SUNY Oswego  
Mentoring Program*

Here's what I found

Get [Outlook for iOS](#)

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**From:** Michael Riecke <michael.riecke@oswego.edu>  
**Sent:** Thursday, February 25, 2021 3:11:39 PM  
**To:** Jeff Cole <jcole@wwnytv.net>  
**Subject:** Re: ROSTER

You sure can!

The link below will take you to a spreadsheet with the roster:

[https://docs.google.com/spreadsheets/d/1mOhh\\_8JWqxQBYEm9wHRRi92M01S-oMtrFOkkUCqInME/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1mOhh_8JWqxQBYEm9wHRRi92M01S-oMtrFOkkUCqInME/edit?usp=sharing)

Students highlighted in yellow will graduate in May. They'll also be the first group from whom you'll receive work. On the sheet, I added notes regarding their career aspirations and post-commencement plans. Several of the seniors have committed to, or have been accepted to, graduate programs. I think there's a tremendous amount of fear that the job market will be iffy come May. [REDACTED] have both committed to Oswego's MBA program, but they'll be done by May '22. [REDACTED] is one to watch. Making a connection now may benefit WWNY down the road. [REDACTED] have been accepted to Newhouse's grad program, but they haven't committed yet. [REDACTED] will be on the job market come May. [REDACTED] candidates.

Here's the position each student will hold through mid-semester: <https://docs.google.com/spreadsheets/d/1Bkm3KkFAaFqN7OhqW1H75Qun2usNtWo93CvVLIaVYI/edit?usp=sharing>

On Thu, Feb 25, 2021 at 2:19 PM Jeff Cole <jcole@wwnytv.net> wrote:

Howdy! Might you have a roster with emails of the students who we will be working with?

thanks!

**Jeff Cole**  
Managing Editor News Anchor  
WWNY/WNYF/MeTV  
(w) 315-788-3800 x271

[icole@wwnytv.net](mailto:icole@wwnytv.net)

--

Michael Riecke (he, him, his)  
Assistant Professor, Broadcasting and Mass Communication  
Faculty Advisor, WTOP-TV  
School of Communication, Media & the Arts  
State University of New York College at Oswego  
Oswego, NY 13126

Office: 13 Lanigan Hall  
Mobile: 315.559.0813



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# *South Lewis Central Schools*

**Mr. Douglas Premo, Superintendent**

## *South Lewis Middle School*

P. O. Box 70, East Rd., Turin, NY 13473  
315-348-2570, Fax 315-348-2510

Ms. Judith A. Duppert  
Middle School Principal  
315-348-2570

Mrs. Amanda Kogut  
Middle School Counselor  
315-348-2575

September 17, 2021

Dear Presenter,

I am writing to invite you to present at our annual Career Day Program at South Lewis Middle School. The program will be held this year on **Friday, November 5, 2021**. The agenda for the day will be as follows:

11:45 am -12:00 pm Arrival and Orientation for Presenters – MS Gymnasium  
12:15 pm -1:45 pm Three twenty-five minute information sessions with students

Presenters will be speaking to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. We will also host a smaller separate program at the same time for our fifth grade students.

I will visit classrooms in late October to have students sign up for three career sessions. They will have approximately twenty careers to choose from. On Career Day, you will have three groups of students to present information to for 25 minutes during each session. Feel free to speak about topics such as: how you chose your career, how you prepared for your career (education and skills) and the things you most enjoy about your work. Your interest and enthusiasm for your career is always the best outline. Although middle school students often do not ask a lot of questions, they like to look at things and view brief videos about careers. Career Day presenters often bring in items of interest related to their work, which engages students most of all and often spurs questions and discussion.

The goal of Career Day is to encourage and inspire our students to gain a better understanding of the world of work and the importance of building a solid foundation through formal education. We hope that exposure to many diverse experiences will allow students to establish a realistic philosophy toward their future.

Feel free to contact me at 315-348-2575 or by email ([akogut@southlewis.org](mailto:akogut@southlewis.org)) with any questions you may have. Please return the enclosed registration form by Friday, October 8th to confirm if you are available to participate. Thank you for considering the opportunity to be a presenter at our annual Career Day Program on November 5th!

Sincerely,

Amanda Kogut  
School Counselor

## Career Day Presenter Guide

We greatly appreciate your willingness and enthusiasm to discuss your career with South Lewis Middle School students as they begin to plan for their futures, cultivate their interests, and broaden their perspectives. To help assist you, we've put together this guide with various tips, directions, and ideas as you prepare your presentations.



### IDEAS FOR YOUR PRESENTATION:

- Discuss your history/background and what led you to this career.
- Describe your work environment.
- Describe your responsibilities and what education and/or training are needed.
- Skills needed such as critical thinking, communication, dexterity, etc.
- Positive and negative aspects, such as being able to work outside or remotely.
- Any extracurricular activities in school you participated in and how they may have helped you.
- Be sure to include time for questions and answers.



### QUESTIONS STUDENTS MIGHT ASK:

- How and why did you choose this job? Would you pick something else if you could do it over again?
- What's a typical work day look like?
- Does this career provide the opportunity to balance time between work and family?
- What are the "normal" hours of your job? Do you receive overtime?
- What do you like most about your job? The least?
- What tools, technology, or equipment do you use regularly?
- How has your job changed since you've started?
- What classes would help a student prepare for your job?
- What are the working conditions like? Are there any hazards?
- What is the outlook for this career? Is there a shortage or oversupply of people in this career?
- What advice would you give a student who is considering your type of career?



#### DAY OF THE PRESENTATION:

- Upon arrival, presenters are welcome to park in the front parking lot by the marquee (off the East Road).
- Enter through the doors under the main canopy. You will have to check-in at the Security Desk.
- National Junior Honor Society members will escort you to the middle school gym for orientation and refreshments.
- You must wear a mask at all times and maintain social distancing when possible.
- Please feel free to bring shared materials to pass around to the students, props, or other visuals for your use.
- A computer and SMART board are available for all presenters to use. We recommend uploading presentations to Google or onto a USB drive for ease of access.
- If you plan on bringing a laptop, please let us know if it is a Windows or MacBook so we can provide you with the appropriate connection cables. If you would like to bring your own, an HDMI cable is acceptable.



#### WHAT HAPPENS AFTER PRESENTATIONS:

- Please exit the building the same way you entered to sign out at the Security Desk.
- We will provide you with the opportunity to complete a short survey to let us know how we can improve our Career Exploration Program in the future.

**We are extremely grateful for your time and commitment to our students and we look forward to your presentations!**

## Ray Weston

---

**From:** Craig Thornton  
**Sent:** Monday, December 20, 2021 3:45 PM  
**To:** Ray Weston  
**Cc:** Eric Krebs  
**Subject:** FW: North Country Virtual Career Fair

**From:** Peck, Aaron F (LABOR) <Aaron.Peck@labor.ny.gov>  
**Sent:** Monday, December 20, 2021 11:17 AM  
**To:** Craig Thornton <wwny@wwnytv.net>  
**Subject:** North Country Virtual Career Fair

Good morning,

Just wanted to provide an FYI regarding our upcoming virtual career fair for the North Country on Jan 5. Registration is pretty quick and easy. Details below:

The New York State Department of Labor and Partners are excited to invite you to the **North Country Regional *Virtual* Career Fair**, being held on **Wednesday, January 5<sup>th</sup> from 11:00 am to 2:00 pm!**

To fully support your recruitment efforts, **there will be a preview day on Tuesday, January 4<sup>th</sup>**, where jobseekers can view content and job postings and prepare themselves for the “live” event. The Virtual Career Fair will go live on **January 5<sup>th</sup> from 11:00 am to 2:00 pm.**

Following receipt of exhibiting businesses registrations, businesses will receive an email containing deadlines, important links for accessing the event, login credentials to “create” your booth and a Virtual Career Fair Exhibitors Guide. This guide details information about the event, gives helpful tips and answers many frequently asked questions. Department of Labor staff will be available throughout the process to help you with overall technical assistance.

If you are interested in exhibiting, **please register at the link below, by December 24<sup>th</sup>!**

<https://virtualevent.nysdolboothregistration.com/event7>

We hope you will join us for this exciting event!

For more information or if you have any questions, please contact Aaron Peck by phone at (315) 786-3647 or by e-mail at [Aaron.Peck@labor.ny.gov](mailto:Aaron.Peck@labor.ny.gov)

Please let me know if you have any questions whatsoever.

## Aaron Peck

Business Services Representative

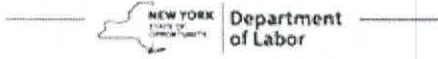
### New York State Department of Labor | Business Services

1000 Coffeen St, Watertown, NY 13601

Office: 315-786-3647 | [aaron.peck@labor.ny.gov](mailto:aaron.peck@labor.ny.gov)

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WE ARE YOUR DOL



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# WWNY-TV/WNYF-CD/WWNY-CD

## RECRUITMENT INITIATIVE FORM

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Sponsor an event/program for or on behalf of an educational institution	On April 22, 2022, five students and a teacher from Jefferson Community College came to the station for a tour and an inside look at television broadcasting. Students watched a live newscast and discussed career paths and job functions with SEU employees.
2	Host an internship program	From February to August 2022, our SEU hosted an internship program that allowed college students to gain real-world broadcasting experience by working directly on our newscasts. We ran following internship programs during this reporting year:  Journalism internships. Four students from SUNY Oswego and Utica College participated in internships learning the basics of television journalism from news gathering to on-air presentation and everything in between.  Weather internship. A U.S. Army soldier preparing to transition back to civilian life participated in an internship program with our weather department. The soldier learned about meteorology and forecasting techniques and we helped her develop her resume tape.
3	Participate in an event/program for or on behalf of an educational institution	On March 2, 2022, our SEU participated in the SUNY Oswego Spring Career Fair. SEU staff spoke to students interested in a career path in the broadcasting industry and also conducted interviews.
4	Participate in an event/program for or on behalf of a community organization	On May 26, 2022, the Jefferson Lewis Workplace Development Board hosted the 6 <sup>th</sup> Annual Career Jam, a career information event, at the Watertown Municipal Area. The event was held at the Municipal Arena in Watertown for students interested in communications and media careers.  Students were able to ask questions about careers in the television industry as well as participate in hands-on activities that included mock newscasts with students portraying themselves as anchors and

		reporters. SEU staff set up a teleprompter for students to read from and then provided feedback.
5	Participate in a career fair	On September 27, 2022, our SEU participated in the 10 <sup>th</sup> Annual Jefferson-Lewis Job Fair held at the Hilton Garden Inn. During the event SEU staff spoke to participants about current job openings at the SEU, answered questions from job seekers, and collected resumes.
6	Participate in a career fair	On October 12, 2022, our SEU participated in the SUNY Oswego Career and Internship Fair. During the event SEU staff spoke to participants about current job openings at the SEU, answered questions from job seekers, and collected resumes.
7	Participate in an event/program sponsored by an educational institution	On November 9, 2022, one of our MMJ/Reporters was a guest speaker at the Copenhagen Central School Career Day. She presented to three groups of high school students about what it is like to be a reporter, what kind of skills a person should have to be a reporter, and the kind of education a student might need to pursue a career as a reporter. Our MMJ/Reporter prepared a Powerpoint and video to show students the range of things a reporter can do. She also brought in her camera equipment so students could see first-hand what it's like to be an MMJ. Students were also able to ask questions.

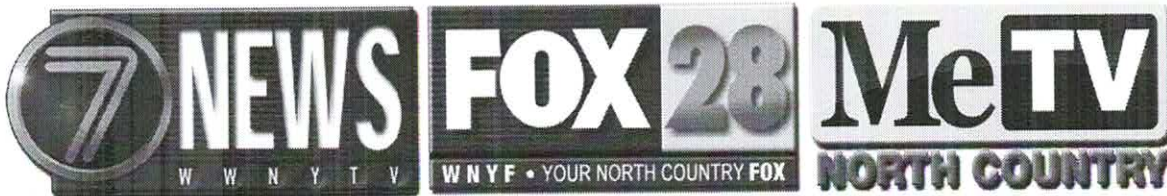
## Ray Weston

---

**From:** Craig Thornton  
**Sent:** Thursday, April 27, 2023 1:54 PM  
**To:** Ray Weston  
**Subject:** FW: Classroom Visit

## Craig Thornton

Director of Communications/Arts and Entertainment Editor  
WWNY/WNYF Gray Television  
120 Arcade Street  
Watertown, NY 13601  
(315) 788-3800 ext. 254



---

**From:** Whitney Snyder <[wsnyder@sunyjefferson.edu](mailto:wsnyder@sunyjefferson.edu)>  
**Sent:** Thursday, April 7, 2022 1:42 PM  
**To:** Craig Thornton <[cth Thornton@wwnytv.net](mailto:cth Thornton@wwnytv.net)>  
**Cc:** Jeff Nelson <[jnelson@wwnytv.net](mailto:jnelson@wwnytv.net)>  
**Subject:** RE: Classroom Visit

Hi Craig,  
Wonderful! Thank you so much! It's so wonderful to hear you have taught the class, as well. They are a great group of students. I will call Jeff tomorrow in between classes, if that sounds alright. Thank you again. Take care.  
Sincerely,  
Whitney

---

**From:** Craig Thornton <[cth Thornton@wwnytv.net](mailto:cth Thornton@wwnytv.net)>  
**Sent:** Wednesday, April 6, 2022 11:48 AM  
**To:** Whitney Snyder <[wsnyder@sunyjefferson.edu](mailto:wsnyder@sunyjefferson.edu)>  
**Cc:** Jeff Nelson <[jnelson@wwnytv.net](mailto:jnelson@wwnytv.net)>  
**Subject:** RE: Classroom Visit

Hi Whitney  
We most likely can make this work. I have included Jeff Nelson, our news director on this e-mail, both he and I have taught JOU 101 in the past for several years, so we know how important this visit is.

To contact him directly, call (315) 788-3800 ext. 227  
Best Regards  
Craig Thornton, Director of Communications

---

**From:** Whitney Snyder <[wsnyder@sunyjefferson.edu](mailto:wsnyder@sunyjefferson.edu)>

**Sent:** Monday, April 4, 2022 4:31 PM

**To:** Craig Thornton <[wwny@wwnytv.net](mailto:wwny@wwnytv.net)>

**Subject:** Classroom Visit

Hello,

My name is Whitney Snyder, I'm an instructor at Jefferson Community College. This semester I have been teaching our Introduction to Journalism (JOU 101) course, and I'm wondering if it is possible to bring the class to the news studio for a visit? We've been focusing on the writing aspect, and I'd love for them to see how a news studio runs! Our class meets from 2:00 p.m. - 3:20 p.m. on Tuesdays and Thursdays. If possible, I'd love for us to be able to meet someone at the studio from about 2:30 p.m. - 3:00 p.m. to give the students enough time to get there from earlier classes and return in time for their next class. Please let me know any questions. Thanks so much for any help. Have a great week!

Sincerely,

Whitney Snyder

Whitney Snyder  
Assistant Professor of Business  
Internship Coordinator  
Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601  
(315) 786-6591

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## Ray Weston

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**From:** Jeff Nelson  
**Sent:** Wednesday, January 26, 2022 12:02 PM  
**To:** WWNY - News Room  
**Cc:** Eric Krebs; Ray Weston  
**Subject:** Welcome: Weather intern [REDACTED]

Hi all,

From today (Wednesday) through early March, we'll be hosting a full-time weather intern from Fort Drum.

[REDACTED] will be here at 3:45 pm and work the evening shift. She'll be with us five days a week.

This is part of an internship program hosted by the U.S. Army. [REDACTED] is getting ready to finish her service and to settle back into civilian life, the military allows full time shadowing. [REDACTED] is studying meteorology, so this is a great fit.

[REDACTED] will learn weather forecasting from Kube, and likely Kris Hudson some days. We'll start there. I'm thinking I'll have her spend a week, maybe two, with Beth in the AM as well. This is a brand new program for us, so I'm excited to see how it develops.

The goal, of course, will be to give [REDACTED] an in-depth look at what we do, and even set her up with an on-air resume tape!

Again, [REDACTED] will be here at 3:45. I've given her Kube's number, but I'm also giving her the main office line.

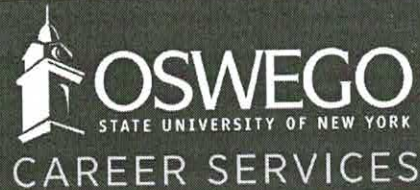
Be on the lookout for her, and be sure to introduce yourselves!

Thanks much

**Ray Weston**

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**From:** handshake@mail.joinhandshake.com on behalf of SUNY Oswego Career Services via joinhandshake.com <handshake@mail.joinhandshake.com>  
**Sent:** Monday, January 24, 2022 7:05 AM  
**To:** Ray Weston  
**Subject:** Ray Weston, SUNY Oswego's In-Person Career Fair registration is now OPEN!



Good Morning, Ray!

*Registration is Now Open!*  
Login to Handshake or [click here](#) to register today!

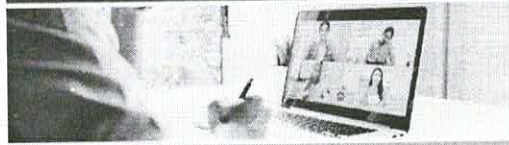
Classes begin today at SUNY Oswego which means registration is now open for our spring career fairs! We invite you to explore all the options 2022 has for your organization by attending one of our Career and Internship Fairs this spring!

**In-Person Career and Internship Fair**



Wednesday, March 2 • 4-6 p.m.

**Virtual Career and Internship Fair**



Tuesday, March 8 • 4-6 p.m.




**Register Today**

We greatly value your partnership and look forward to helping you with your recruiting needs this upcoming year! If this email reaches you and

you are no longer responsible for registering for hiring events with our organization, we would truly appreciate you passing this email onto the appropriate person.

Please feel free to contact us at 315-312-2255 or [careerservices@oswego.edu](mailto:careerservices@oswego.edu) with questions or if you need assistance.

**The SUNY Oswego Career Services Team**

315.312.2255 • [careerservices@oswego.edu](mailto:careerservices@oswego.edu) •    [OzCareerServices](#)

This email was sent to Ray Weston from State University of New York at Oswego.  
[Unsubscribe from State University of New York at Oswego](#) • [Unsubscribe from all Career Centers](#)

P.O. Box 40770, San Francisco, CA 94140

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## Ray Weston

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**From:** Craig Thornton  
**Sent:** Tuesday, February 22, 2022 10:05 AM  
**To:** Ray Weston  
**Subject:** FW: Invoice for WWNY TV/ WNYF-TV Employer: Registration for Spring 2022 IN-PERSON Career and Internship Fair at State University of New York at Oswego

---

**From:** Handshake <handshake@notifications.joinhandshake.com>  
**Sent:** Tuesday, February 22, 2022 8:49 AM  
**To:** Craig Thornton <cthorton@wnnyt.net>  
**Subject:** Invoice for WWNY TV/ WNYF-TV Employer: Registration for Spring 2022 IN-PERSON Career and Internship Fair at State University of New York at Oswego

# Handshake

## Your invoice has arrived!



Hello Craig,

Invoice #574 for WWNY TV/ WNYF-TV:

Your invoice has arrived! State University of New York at Oswego has invoiced you for your '[Spring 2022 IN-PERSON Career and Internship Fair](#)' career fair registration. Your total comes to **\$75.00**.

[Download Invoice](#)

You can view more details about [your registration](#) at any time on Handshake.

---

Registration Date: 02/18/2022

Employer: WWNY TV/ WNYF-TV



Registrant: Craig Thornton

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## Date Attending:

Wednesday, Mar 2, 4:00 pm - 6:00 pm EST

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Please contact the career fair host for any questions:

**Name:** Christine Doyle

**Email Address:** [christine.doyle@oswego.edu](mailto:christine.doyle@oswego.edu)

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State University of New York at Oswego has indicated they'll be able to take payments manually for this career fair.

Thank you for registering for our Spring 2022 In-Person Career and Internship Fair at SUNY Oswego. <sup>[SEP]</sup>We are pleased to have you join us for our in-person event on Wednesday, March 2nd from 4-6pm. \*DUE TO SPACE RESTRICTIONS, WE NEED TO LIMIT EACH ORGANIZATION TO TWO REPRESENTATIVES. Please pay the registration fee online using either a credit card or check (Electronic Fund Transfer) using the link below. Please note the fee is waived for non-profit organizations & government agencies but we still need you to register using the link below.

<https://commerce.cashnet.com/oswegoempay?cname=COMPASS> \*\*If you are paying by paper check, please make your check payable to "SUNY Oswego" and reference Career Fair and mail to: Career Services, 145 Marano Campus Center, SUNY Oswego, Oswego, NY 13126 If you have extenuating circumstances and are unable to pay online, please contact the Career Services Office at 315-312-2255. We may be able to arrange for other methods of payment. Registration fee includes: Display table (six foot long) Chairs for up to two participants Refreshments (coffee, tea, water, etc) Dinner including

vegetarian and gluten free options Wi-fi access Parking & shuttle to/from  
event All event marketing to students

Thank you,  
State University of New York at Oswego

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If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).



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# Career Jam



June 3, 2022

Dear Community Partner,

Thank you so much for participating in our 6<sup>th</sup> Annual Career Jam! We hope that you had an enjoyable day interacting with our students. We also hope that you were able to share what your career really entails with these young people as they get ready to select their high school education tracks this fall.

We know Career Jam is a wildly busy day, but we want it to be a fun day for you as well. Below is a link to a very short Survey. Please give us your honest feedback & any ideas you have that would improve the event for our students, but also for our community partners who donate their valuable time to make this event the success it is.

[Community Partner Evaluation Form](#)

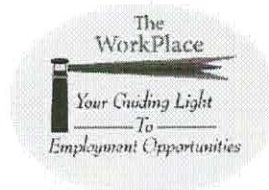
Again, thank you for making Career Jam such a great success!

Sincerely,

Executive Director  
Jefferson-Lewis Workforce Development Board

## Thank you for Jamming with us!

1000 Coffeen St  
Watertown, NY 13601  
315-782-9252



5274 Outer Stowe St  
Lowville, NY 13367  
315-376-5800

Hello Community Partners!

Our **10<sup>th</sup> Annual Jefferson-Lewis Job Fair** is 11 weeks away! As always, there is no cost for employers to attend the job fair, but we do require that you have at least one job opening on the NYS Job Bank & that you commit to the full 3 hours. Please RSVP as soon as possible (we tend to fill up quickly), but no later than COB on September 16, 2019. See below for all of the details on the event itself!

#### Details

- Date: Tuesday, September 27<sup>th</sup>, 2022
- Location: Hilton Garden Inn, Watertown
- Set-Up: 12:00 pm – 1:00 pm
- Customer Hours: 1:00 pm - 4:00 pm
- **Tablecloths are not provided**
- **No floor signs are allowed** ~ Due to the limited space, we ask that you please bring tabletop displays only.
- Please note that lunch will not be provided this year however, you can order from the Hilton Garden Inn's full menu during set up if you would like to.

#### Required Forms

- [Job Fair Registration Form](#) (click here)
- [Job Order Form](#) (click here)

#### Next Steps

- Complete the Job Fair Registration Form above
- Submit job openings you wish posted to the NYS Job Bank no later than September 16<sup>th</sup>

If you have a marquee or electronic sign at your business & would like to advertise this event, please feel free to do so. We look forward to working with you to make this year's Job Fair a successful event for both you & our job seekers!

Sincerely,

Maura Eamer  
Jefferson Co. Business Service Rep  
315-786-3659  
[meamer@co.jefferson.ny.us](mailto:meamer@co.jefferson.ny.us)

Angela Wayte  
Lewis Co. Business Service Rep  
315-376-5410  
[Angela.Wayte@dfa.state.ny.us](mailto:Angela.Wayte@dfa.state.ny.us)

Aaron Peck  
Jefferson & Lewis Co. Business Service Rep  
315-786-3647  
[Aaron.Peck@labor.ny.gov](mailto:Aaron.Peck@labor.ny.gov)

Brittaney Cole  
Jefferson Co. E&T Assistant  
315-786-3687  
[bcole@co.jefferson.ny.us](mailto:bcole@co.jefferson.ny.us)

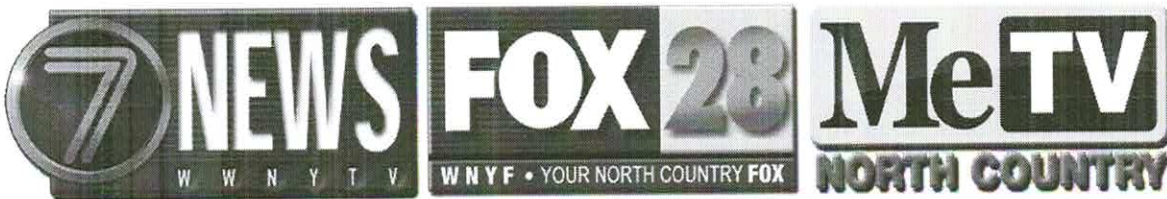
## Ray Weston

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**From:** Craig Thornton  
**Sent:** Thursday, April 27, 2023 1:57 PM  
**To:** Ray Weston  
**Subject:** FW: 10th Annual Fall Job Fair- Last Minute Details letter  
**Attachments:** Employer Last Minute Details Letter 9.20.22.pdf

## Craig Thornton

Director of Communications/Arts and Entertainment Editor  
WWNY/WNYF Gray Television  
120 Arcade Street  
Watertown, NY 13601  
(315) 788-3800 ext. 254



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**From:** Maura Eamer <meamer@co.jefferson.ny.us>  
**Sent:** Tuesday, September 20, 2022 1:07 PM  
**Subject:** 10th Annual Fall Job Fair- Last Minute Details letter

Good Afternoon,

If you are receiving this email, you are signed up to attend our 10th Annual Fall Job Fair next week at The Hilton Garden Inn. Attached you will find the "Last Minute Details" letter for the event. If you have any questions or concerns please let me know.

Looking forward to seeing you there!

Sincerely,

Maura Eamer  
Business Services Rep  
Employment & Training Coordinator  
The WorkPlace  
Watertown, NY 13601  
315-786-3659

[www.linkedin.com/company/the-workplace](http://www.linkedin.com/company/the-workplace)

[www.facebook.com/JeffLewisWorkplace](http://www.facebook.com/JeffLewisWorkplace)  
[www.twitter.com/JeffLewisWorks](http://www.twitter.com/JeffLewisWorks)

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# COPENHAGEN CENTRAL SCHOOL DISTRICT

**BRIGITTE MANNING GILLETTE**

SCHOOL COUNSELOR

P.O. BOX 30

COPENHAGEN, NEW YORK 13626

Telephone 315-688-4411

Fax 315-688-2001

October 3, 2022

Emily Griffin  
WWNY

Dear Ms. Griffin,

I would like to invite you to participate in Copenhagen Central School's Career Day event on **Wednesday, November 9, 2022**. Learning about career options directly from professionals is one of the best ways for students to explore careers that match their interests. We hope you will consider joining us!

On Career Day, students will rotate to three 25-minute sessions. During your presentations, we ask that you address job duties, education required, a typical day on the job, and more. Attached is a list of topics you may also wish to discuss. We hope you will consider joining us this year either in person or virtually.

## Career Day Schedule

12:00 - 12:30 p.m.	Guidance Office - Presenters check in with refreshments
12:35 - 1:00 p.m.	Session 1
1:05 - 1:30 p.m.	Session 2
1:35 - 2:00 p.m.	Session 3

Please contact me by **Friday, October 14, 2022** at 315-688-4411 or email at [bgillette@ccsknights.org](mailto:bgillette@ccsknights.org) or [bshelmidine@ccsknights.org](mailto:bshelmidine@ccsknights.org) to confirm your participation and indicate whether you would prefer to participate in person or virtually via Google Meet or WebEx.

Thank you very much! We look forward to hearing from you!

Sincerely,

*Brigitte M. Gillette*

Brigitte Gillette  
School Counselor

