



**Allison Zolot**  
Senior Vice President & General Counsel

October 6, 2023

**VIA Upload to Online Public Inspection Files**

EEO Staff  
Investigations & Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, D.C. 20554

RE: EEO Audit – WDBQ-FM, Galena, IL (Facility ID 30617)

Dear Sir or Madam:

Townsquare License, LLC, the licensee of broadcast station WDBQ-FM, Galena, Illinois, hereby responds to the Commission’s notice of audit issued to WDBQ-FM. This amended response includes information about the following stations, which, with WDBQ-FM, comprise Townsquare License, LLC’s Dubuque employment unit (referred to herein as “Townsquare Dubuque,” the “Unit,” or “Stations”):

KLYV(FM), Dubuque, IA (Facility ID 12717)  
KXGE(FM), Dubuque, IA (Facility ID 29127)  
WDBQ(AM), Dubuque, IA (Facility ID 12705)  
WJOD(FM), Asbury, IA (Facility ID 34596)

a. ***Public File Report.*** Copies of the Unit’s two most recent EEO public file reports for the periods covering October 1, 2020 to September 30, 2021 (“2020-2021 Reporting Period”) and October 1, 2021 to September 30, 2022 (“2021-2022 Reporting Period”) (the 2020-2021 Reporting Period and the 2021-2022 Reporting Period, together, the “Audit Period”) are attached as Exhibit 1 and Exhibit 2, respectively. As noted on the face of the reports, both were amended on June 8, 2023.

The Stations’ website addresses are <https://y105music.com>; <https://eagle1023fm.com>; <https://myq1075.com>; <https://wdbqam.com>; and <https://103wjod.com>. The Unit’s most recent public file report is posted on each of these websites.

b. ***Supporting Documentation for Vacancies.*** Among other sources, Townsquare Dubuque uses a recruiting company called Greenhouse to export vacancy listings to a variety of sources, that can include Indeed.com, CareerBuilder.com, Glassdoor.com, LinkedIn.com, and the Townsquare Media Careers webpage. Exhibit 4 includes the text of the notices uploaded to

Greenhouse that were exported to the sources listed in EEO public file reports for the Audit Period. For the 2020-2021 Reporting Period, Townsquare had two exigent hires. The employment unit normally has at least five Account Executives. The employment unit was already down two Account Executives when the then-Market President left suddenly. One of the Account Executives stepped into the Market President role, leaving only two people on the Account Executives team. Needing to hire one or more Account Executives quickly, the Market President directly recruited two individuals, who were ultimately hired (on 1/4/21 and 5/17/21). The Market President also worked with the recruiting team to post an Account Executive vacancy via Greenhouse, which resulted in the 1/8/21 hire. Owing to an error in the system, Townsquare is not able to generate a report showing the interviews that resulted from the posting. The individual hired on 5/17/21 had been offered the opportunity back in early 2021, but ultimately declined it for another job. Several months later, that person approached the Market President asking if the job offer was still available, and since the market was still short-staffed for Account Executives, the Market President hired them. For the 2021-2022 Reporting Period broad recruitment occurred for every vacancy filled. Exhibit 4 contains the text of the notice that was uploaded to the Greenhouse system and screenshots of what the vacancies looked like when exported from Greenhouse to LinkedIn. The notice was the same for the other sources that Greenhouse exported the vacancy announcement to as indicated in the 2021-2022 Annual Report. Additionally, Exhibit 4 also contains excerpted reports from Greenhouse that show the list of applicants who applied for each vacancy and the recruitment source that generated the application. These reports from Greenhouse further confirm that the vacancies were posted to the sources listed in the 2021-2022 Annual Report. Not all of these applicants were interviewed. No recruitment sources have requested to be notified of vacancies. Townsquare aired on-air announcements advertising one vacancy. Exhibit 4 contains the logs showing when those announcements aired.

c. ***Total Number of Interviewees and Referral Sources.*** The total number of interviewees for each full-time vacancy filled during the Audit Period and the referral sources for each interviewee are provided in Exhibit 3. The date of each full-time hire during the Audit Period is also provided in Exhibit 3.

d. ***Documentation of Recruitment Initiatives.*** The Unit currently has a total of 8 full-time employees. The population of the market in which the Stations operate is less than 250,000.<sup>1</sup> Therefore, the Unit is required to perform two points worth of recruitment initiatives within a two-year period pursuant to 47 C.F.R. §§ 73.2080(c)(2) and (e)(3).

The Unit engaged in a number of recruitment initiatives as shown in the EEO public file reports attached as Exhibit 1 and Exhibit 2. The Unit personnel involved in each recruitment initiative are listed in these reports. See Exhibit 5 for documentation of at least two points worth of initiatives.

e. ***Discrimination Complaints.*** There are no pending or resolved complaints alleging unlawful discrimination in the employment practices of the Unit during the current license term.

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<sup>1</sup> The Stations operate in the Dubuque, IA Metropolitan Statistical Area, which had a population of 99,266 according to the 2020 U.S. Census.

f. ***Management's EEO Responsibilities.*** EEO compliance is an integral function of management at all levels within the Unit. The Market President requires department managers to attend weekly meetings, during which they discuss general employment issues and training, as well as methods for handling problems that might arise in these areas. The department managers also are taught to conduct interviews and performance reviews in a manner that is in line with the Unit's EEO policy. The Market President works with the department heads to ensure that decisions regarding hiring and promotion are carried out in a non-discriminatory fashion. No job can be filled by a department head without prior approval of the Market President, who signs off on EEO compliance. The management team is informed of EEO requirements by written guidelines forwarded by the National Association of Broadcasters and the Unit's legal services. Though the department managers actively participate in the process, the Market President bears the ultimate responsibility for enforcement of the Unit's EEO policy.

Townsquare Dubuque makes a concerted effort to ensure that both employees and applicants are well-informed of the Unit's EEO policy. Upon commencement of employment, every employee receives a copy of Townsquare Media's Employee Policy Manual, which contains a description of the Unit's EEO policy. The EEO policy and other employment-related regulations are also posted in common areas of the Stations, and all of the Stations' websites post that Townsquare Media is an Equal Opportunity Employer. In addition, management periodically holds department head meetings to discuss EEO and other employment-related issues. Applicants are informed of the Unit's EEO policies through the application process. Job notices inform potential applicants that Townsquare Media is an equal opportunity employer and state the company's EEO policy.

g. ***Analysis of EEO Program's Effectiveness.*** The success of Townsquare Dubuque's EEO recruiting program is vital to the success of the Unit, and management therefore devotes a significant amount of time and resources to evaluating the success of its outreach initiatives, and the program as a whole. The Market President and the heads of the various departments assess the success of each outreach initiative on a case-by-case basis. After each outreach initiative the participants in that event, together with management, analyze the relative success of the event, including number of attendees, interest levels, number and quality of applications received (if applicable), and the like. Likewise, management actively evaluates the sources and methods by which it advertises specific job vacancies in order to ensure that the Stations receive a wide variety of qualified applicants for all employment positions. Management recognizes that a large part of the Unit's recruitment program involves its efforts to post all available positions on widely used job-related websites.

Management has determined that participation in organizations that provide communications-focused scholarships and other community events where careers in broadcasting are discussed allows station personnel to come into contact with, and select its employees from, a wide cross-section of members in the community. And it continually evaluates and modifies its program to ensure and optimize recruiting success. In addition, Townsquare Dubuque draws upon the human resources and recruiting departments of its parent, Townsquare Media, to monitor and ensure its own EEO compliance.

h. ***Analysis of Pay, Benefits and Selection Techniques.*** Townsquare Dubuque strives to comply with all federal, state, and/or local laws regarding pay, benefits, seniority

practices, promotions, and selection techniques and tests to ensure that the Unit provides equal opportunities to all employees and applicants.

Townsquare Dubuque does not have any union agreements, is not a religious broadcaster, and is not subject to a time brokerage agreement.

I certify that the information and statements herein are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I acknowledge that the attached exhibits are considered material representations.

Please address any questions concerning this letter to Townsquare Dubuque's counsel, Emilie de Lozier of Wilkinson Barker Knauer LLP, at (202) 383-3378.

Very Truly Yours,

  
Allison Zolot  
Senior Vice President  
General Counsel

**Exhibit 1**

EEO Public File Report for 2020-2021 Reporting Period

**TOWNSQUARE LICENSE, LLC**  
**WJOD(FM), KLYV(FM), KXGE(FM), WDBQ-FM and WDBQ(AM)**  
**Dubuque Employment Unit**  
**EEO Public File Report**  
**October 1, 2020 – September 30, 2021**  
**(amended October 6, 2023)**

**I. VACANCY LIST**

<b>Job Title</b>	<b>Recruitment Sources ("RS") used to fill vacancy</b>	<b>RS Referring Hiree</b>
Account Executive (1/4/2021)	Exigent Circumstances	Exigent Circumstances
Account Executive (1/8/2021)	7	7
Account Executive (5/17/2021)	Exigent Circumstances	Exigent Circumstances

**TOWNSQUARE LICENSE, LLC**  
**WJOD(FM), KLYV(FM), KXGE(FM), WDBQ-FM and WDBQ(AM)**  
**Dubuque Employment Unit**  
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**October 1, 2020 – September 30, 2021**  
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**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	Access Dubuque Jobs.accessdubuque.com 801 Bluff Street Dubuque, IA 52001 Contact: Sara Beighle 563-588-5771 sbeighle@wcinet.com	NO	0
2	Iowa Workforce Development Center 680 Main Street Floor 2 Dubuque, IA 52001 Contact: Charlotte Miller 563-556-0154 <a href="mailto:charlotte.miller@iwd.iowa.gov">charlotte.miller@iwd.iowa.gov</a>	NO	0
3	Loras College Center for Learning 1450 Alta Vista Street Dubuque, IA 52001 Contact: Bobbi Martin 563-588-7922 Bobbi.martin@loras.edu	NO	0
4	Clarke University Career Services 1550 Clarke Drive Dubuque, IA 52001 Becky 563-588-6300 <a href="mailto:Kristi.gimmelbecker@clarke.edu">Kristi.gimmelbecker@clarke.edu</a>	NO	0

**TOWNSQUARE LICENSE, LLC**  
**WJOD(FM), KLYV(FM), KXGE(FM), WDBQ-FM and WDBQ(AM)**  
**Dubuque Employment Unit**  
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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
5	University of Dubuque Career Services 2000 University Ave 2 <sup>nd</sup> Floor Peter Commons Dubuque, IA 52001 Sandy 563-589-3000 <a href="mailto:career@dbq.edu">career@dbq.edu</a>	NO	0
6	Northeast Iowa Community College 1625 Hwy 150 South Calmar, IA 52132 Chris 563-556-5110 Ext. 297	NO	0
7	Indeed.com – via Greenhouse	NO	1
8	Career Builder – via Greenhouse	NO	0
9	LinkedIn + LinkedIn Limited – via Greenhouse	NO	0
10	On Air Announcements 5490 Saratoga Road Dubuque, IA 52002 563-557-1040 Contact: Jeff Robb Jeff.rob@townsquaremedia.com	NO	0
11	Streaming Sites – Stations WJOD, Y105, KXGE & WDBQ-FM 5490 Saratoga Road Dubuque, IA 5202 563-557-1040 Contact: Jeff Robb Jeff.rob@townsquaremedia.com	NO	0
12	Glassdoor – via Greenhouse	NO	0
13	TSM Websites – via Greenhouse	NO	0
14	Market Outreach	NO	2
Total No. of Interviewees During Reporting Period			3

**TOWNSQUARE LICENSE, LLC**  
**WJOD(FM), KLYV(FM), KXGE(FM), WDBQ-FM and WDBQ(AM)**  
**Dubuque Employment Unit**  
**EEO Public File Report**  
**October 1, 2020 – September 30, 2021**  
**(amended October 6, 2023)**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1	Participation in scholarship program designed to assist students interested in pursuing a career in broadcasting	FFA - Farm and Ag Communications Scholarship given annually to a Graduating Senior of the FFA Chapter. It goes to a graduating senior pursuing a career in broadcasting/ag reporting. Every senior enrolled in the FFA program is eligible to apply for this scholarship. It's given out at the annual award banquet in March each year.
2	Training to management-level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	The Market President participated in this webinar for training on FCC EEO obligations on January 13, 2021.

**Exhibit 2**

EEO Public File Report for 2021-2022 Reporting Period

**TOWNSQUARE LICENSE, LLC**  
**WJOD(FM), KLYV(FM), KXGE(FM), WDBQ-FM and WDBQ(AM)**  
**Dubuque Employment Unit**  
**EEO Public File Report**  
**October 1, 2021 – September 30, 2022**  
**(amended October 6, 2023)**

**I. VACANCY LIST**

<b>Job Title</b>	<b>Recruitment Sources ("RS") used to fill vacancy</b>	<b>RS Referring Hiree</b>
Account Executive (1/24/2022)	7, 9, 10, 13	9
Account Executive (8/29/2022)	7, 9, 13	13
Director of Content / AMD (WJOD) (3/9/2022)	7, 9, 13	13
Brand Manager / Prod. Director (KXGE) (3/1/2022)	7, 9, 13	13
Brand Manager / AMD Host (KLYV) (3/1/2022)	7, 9, 13	13

**TOWNSQUARE LICENSE, LLC**  
**WJOD(FM), KLYV(FM), KXGE(FM), WDBQ-FM and WDBQ(AM)**  
**Dubuque, Iowa**  
**EEO Public File Report**  
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**WJOD(FM), KLYV(FM), KXGE(FM), WDBQ-FM and WDBQ(AM)**  
**Dubuque, Iowa**  
**EEO Public File Report**  
**October 1, 2022 – September 30, 2023**  
**(amended June 8, 2023)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
5	University of Dubuque Career Services 2000 University Ave 2 <sup>nd</sup> Floor Peter Commons Dubuque, IA 52001 Sandy 563-589-3000 <a href="mailto:career@dbg.edu">career@dbg.edu</a>	NO	0
6	Northeast Iowa Community College 1625 Hwy 150 South Calmar, IA 52132 Chris 563-556-5110 Ext. 297	NO	0
7	Indeed.com – via Greenhouse	NO	0
8	Career Builder – via Greenhouse	NO	0
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12	Glassdoor – via Greenhouse	NO	0
13	TSM Websites – via Greenhouse	NO	5
Total No. of Interviewees During Reporting Period			6

**TOWNSQUARE LICENSE, LLC**  
**WJOD(FM), KLYV(FM), KXGE(FM), WDBQ-FM and WDBQ(AM)**  
**Dubuque, Iowa**  
**EEO Public File Report**  
**October 1, 2021 – September 30, 2022**  
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**III. RECRUITMENT INITIATIVES**

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2	Participation in events sponsored by organizations representing groups present in the community interested in broadcast employment issues	The Market President spoke at a Rotary Club-sponsored Career Fair event on Feb 8, 2022 designed to promote businesses in the community and opportunities being offered; spoke about both Content/On Air and Sales positions.

**Exhibit 3**

Date of Each Full-Time Hire

Referral Sources for Interviewees for Each Vacancy

Total Interviewees for Each Vacancy



## Interviewee Data

### General Information:

1. Job Title: **Account Executive (1 of 3)**
2. Station(s): All
3. Date Position Filled: 1/04/2021

### Recruitment Source (RS):

### No. of Interviewees Referred by RS for this Vacancy:

- Exigent Circumstances (Market Outreach) 1

Total Number of Interviewees for this vacancy: 1  
RS Referring Hiree: Exigent Circumstances (Market Outreach )



## Interviewee Data

### General Information:

1. Job Title: **Account Executive (2 of 3)**
2. Station(s): All
3. Date Position Filled: 1/08/2021

### Recruitment Source (RS):

### No. of Interviewees Referred by RS for this Vacancy:

- Indeed.com

1

Total Number of Interviewees for this vacancy:

1

RS Referring Hiree: Indeed.com



## Interviewee Data

### General Information:

1. Job Title: **Account Executive (3 of 3)**
2. Station(s): All
3. Date Position Filled: 5/17/2021

### Recruitment Source (RS):

### No. of Interviewees Referred by RS for this Vacancy:

- Exigent Circumstances (Market Outreach) 1

Total Number of Interviewees for this vacancy: 1

RS Referring Hiree: Exigent Circumstances (Market Outreach)



## Interviewee Data

### General Information:

1. Job Title: **Account Executive (1 of 2)**
2. Station(s): All
3. Date Position Filled: 1/24/22

### Recruitment Source (RS):

### No. of Interviewees Referred by RS for this Vacancy:

- LinkedIn + LinkedIn Limited 1
- Indeed.com \_\_\_\_\_
- TSM website \_\_\_\_\_
- On-Air Announcements \_\_\_\_\_

Total Number of Interviewees for this vacancy: 1

RS Referring Hiree: LinkedIn + LinkedIn Limited



## Interviewee Data

### General Information:

1. Job Title: **Account Executive (2 of 2)**
2. Station(s): All
3. Date Position Filled: 8/29/2022

### Recruitment Source (RS):

### No. of Interviewees Referred by RS for this Vacancy:

- TSM website 1
- Indeed.com
- LinkedIn + LinkedIn Limited

Total Number of Interviewees for this vacancy: 1

RS Referring Hiree: TSM website



## Interviewee Data

### General Information:

1. Job Title: **Director of Content / AMD**
2. Station(s): **WJOD**
3. Date Position Filled: 03/09/2022

### Recruitment Source (RS):

### No. of Interviewees Referred by RS for this Vacancy:

- TSM website 1
- Indeed.com \_\_\_\_\_
- LinkedIn + LinkedIn Limited \_\_\_\_\_

Total Number of Interviewees for this vacancy: 1

RS Referring Hiree: TSM website



## Interviewee Data

### General Information:

1. Job Title: **Brand Manager / Prod. Director**
2. Station(s): **KXGE**
3. Date Position Filled: 3/1/2022

### Recruitment Source (RS):

### No. of Interviewees Referred by RS for this Vacancy:

- TSM website 1
- Indeed.com \_\_\_\_\_
- LinkedIn + LinkedIn Limited \_\_\_\_\_

Total Number of Interviewees for this vacancy: 1

RS Referring Hiree: TSM website



## Interviewee Data

### General Information:

1. Job Title: **Brand Manager / AMD Host**
2. Station(s): **KLYV**
3. Date Position Filled: 03/01/2022

### Recruitment Source (RS):

### No. of Interviewees Referred by RS for this Vacancy:

- TSM website 2
- Indeed.com \_\_\_\_\_
- LinkedIn + LinkedIn Limited \_\_\_\_\_

Total Number of Interviewees for this vacancy: 2

RS Referring Hiree: TSM website

**Exhibit 4**

Documentation of Recruitment for Vacancies

## Media and Digital Sales Executive - Dubuque, IA

***\*\*\*This position requires you to work out of the (Market) office\*\*\****

Townsquare Media is looking for a dynamic sales executive to join our media and digital advertising team! You will be selling local advertising for our innovative stations & all of its platforms, plus programmatic digital advertising and website platforms that include development, SEO, and mobilization of sites.

Are you Commission Driven? Have a sense of what it takes to win? If you want to grow professionally, can move at the speed of light, and still have fun - Well then we want to talk to you!

### Responsibilities

- Prospect for qualified local and regional businesses; conduct thorough Customer Needs Analysis (C N A); present and close appropriate marketing solution programs. These programs may include any of Townsquare Media's many assets for clients: Broadcast and Online radio, digital products such as display, streaming, loyalty programs, e-commerce, audience extension, and digital marketing services.
- Leverage our live event platform through sponsorship and sales programs to new and existing clients.
- Create new relationships with local and regional businesses in our area.
- Work with local and corporate marketing teams to develop campaign support materials.
- Responsible to accurately project revenues, meet and exceed monthly budgets for all product lines, and overachieve annual budgets.
- Enter new customer data and other sales contract details for station clients.
- Follow accountabilities set forth by your Sales Manager to help guide you to success in achieving monthly sales quotas consistently.
- Provide insight and value to executive management to shape the future of our organization.

### Qualifications

- Goal-oriented, a strong work ethic, and a strong desire to learn.
- Previous sales experience. A history of success with customers and a proven ability to develop and grow revenue.
- Knowledge and experience with digital media.
- The successful candidate will be smart, curious, tenacious, entrepreneurial, independent, passionate, and enthusiastic, and work with urgency to meet deadlines.
- Accomplished at prospecting and qualifying.
- Ability to engage clients quickly and develop rapport, with excellent communication and problem-solving skills.
- Associates/Bachelor's business/marketing-related degree or equivalent experience.
- Valid driver's license, auto insurance, and vehicle required.

### Benefits

- Weekly, Monthly, and Quarterly contests

- Uncapped commission potential
- 3 weeks of Vacation Time
- Company provided Laptop
- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- High Energy Work Environment
- Opportunity for Upward Mobility
- Growth Opportunities!

## About Us

Townsquare is a radio, digital media, entertainment, and digital marketing solutions company principally focused on being the premier local advertising and marketing solutions platform in small and mid-sized markets across the U.S. Our assets include 321 radio stations and more than 330+ local websites in 67 U.S. markets, a digital marketing solutions company (Townsquare Interactive), a proprietary digital programmatic advertising platform (Townsquare Ignite) and approximately 200 live events. Our brands include local media assets such as WYRK, KLAQ, K2, and NJ101.5; iconic local and regional events such as WYRK's Taste of Country (update link!), the Boise Music Festival, the Red Dirt BBQ & Music Festival, and Taste of Fort Collins; and leading tastemaker music and entertainment websites such as XXLmag.com, TasteofCountry.com, and Loudwire.com.

**TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.**

**Townsquare Media 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, Townsquare Media 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. Townsquare Media 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 Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.**

Example from Greenhouse Database showing Account Executive recruitment for 2020-2021 and how the system exports the vacancy announcements to different job platforms. Due to an error with the system, a report showing the applicants resulting from the post that resulted in the 1/8/21 hire is not available in the Greenhouse system.

# Account Executive

Dubuque, IA

< Back

Job setup

Overview

Job Info

Job Kickoff

Job Posts

### Job Posts

See Job Boards [Add Job Post](#)

Status	Job Post	Primary	First Published	Application Rules	Job Board
<input type="checkbox"/>	<b>Account Executive- Dubuque, IA</b> (Dubuque, IA) To publish this job post, first open the job.	<input checked="" type="radio"/>	12/30/2020	Manage Rules	Townsquare Media

### Publish to free job boards

It can take up to 48 hours for new posts or updates to appear on these boards. [Learn more.](#)

Indeed

Greenhouse Report for Account Executive Hired 1/4/21 (Townsquare tracks interviews and hires in the Greenhouse system, which is also used to streamline posting to job boards. Recruitment via market outreach is manually added into the system.)

Last Name	First Name	Applied For	Source	Application Date
		Account Executive	Market Outreach	12/08/2020

**From:**  
**To:**  
**Cc:** ;  
**Subject:** RE: EEO Audit | Dubuque - New Hires, Initiatives  
**Date:** Monday, August 7, 2023 4:17:25 PM  
**Attachments:**

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Hi All,

Please see below and attached for dates of posts – hopefully this is helpful! Let me know if you need anything else.

**10/1/20-9/30/21 period:**

N/A

**10/1/21-9/30/22 period:**

***Account Executive Postings on LinkedIn:***

Date Posted: 10/25/21, Close Date: 12/13/21 <https://www.linkedin.com/talent/hire/567274434/job-post>  
Date posted: 12/13/21, <https://www.linkedin.com/talent/hire/598106562/job-post>  
Date Refreshed: 1/13/22, <https://www.linkedin.com/talent/hire/615293074/job-post>  
Date Refreshed: 4/21/22, <https://www.linkedin.com/talent/hire/648780218/job-post>  
Date Refreshed: 6/7/22, <https://www.linkedin.com/talent/hire/725836282/job-post>  
Date Refreshed: 7/19/22, <https://www.linkedin.com/talent/hire/753961410/job-post>  
Date Refreshed: 9/5/22, Close Date: 9/22/22, <https://www.linkedin.com/talent/hire/785019010/job-post>

***Afternoon Host-Production Director KXGE on LinkedIn:***

Date Posted: 1/21/22, <https://www.linkedin.com/talent/hire/620692922/job-post>  
Date Refreshed: 3/1/22, Date Closed: 3/2/22 <https://www.linkedin.com/talent/hire/647373162/job-post>

***Radio Host-Digital Content Writer WJOD***

Date Posted: Date Posted: 1/24/22, <https://www.linkedin.com/talent/hire/622331050/job-post>  
Date Refreshed: 3/1/22, Date Closed: 3/2/22, <https://www.linkedin.com/talent/hire/647372874/job-post>

Please let me know if you have any questions.

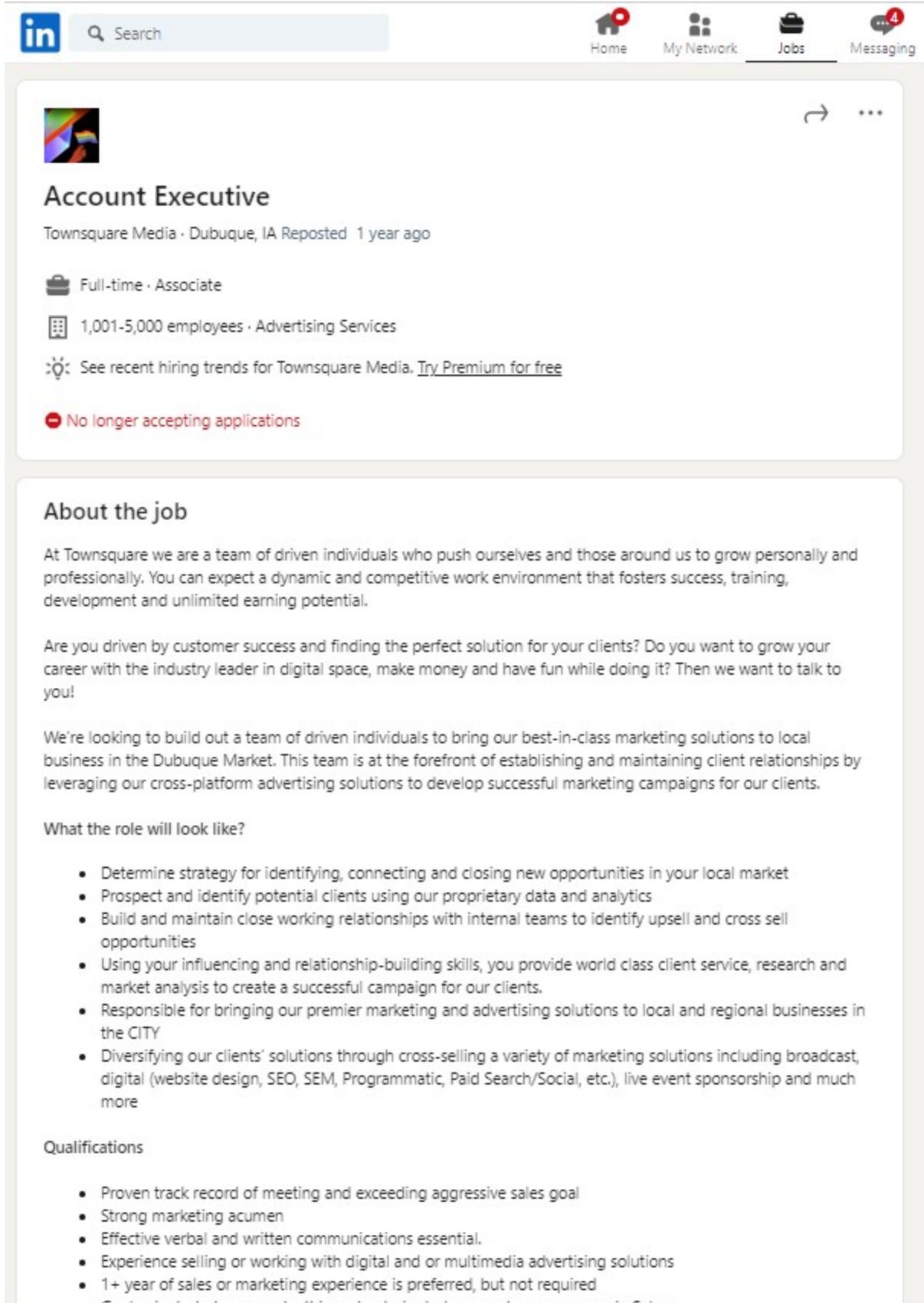
Thank you!

**| Recruiting Coordinator**

**office** | 980- -  
**web** | [townsquaremedia.com](https://townsquaremedia.com)  
**links** | [HR Support Forms](#)

[Join Our Award-Winning Culture | Learn More](#)





The image shows a LinkedIn job post for an Account Executive position at Townsquare Media. The post is a repost from 1 year ago. It includes details about the job type (Full-time Associate), company size (1,001-5,000 employees), and industry (Advertising Services). A red banner indicates that the company is no longer accepting applications. The job description is divided into sections: 'About the job', 'What the role will look like?' (with a bulleted list of responsibilities), and 'Qualifications' (with a bulleted list of requirements).

**Account Executive**  
Townsquare Media · Dubuque, IA Reposted 1 year ago

Full-time · Associate  
1,001-5,000 employees · Advertising Services  
See recent hiring trends for Townsquare Media. [Try Premium for free](#)

**No longer accepting applications**

### About the job

At Townsquare we are a team of driven individuals who push ourselves and those around us to grow personally and professionally. You can expect a dynamic and competitive work environment that fosters success, training, development and unlimited earning potential.

Are you driven by customer success and finding the perfect solution for your clients? Do you want to grow your career with the industry leader in digital space, make money and have fun while doing it? Then we want to talk to you!

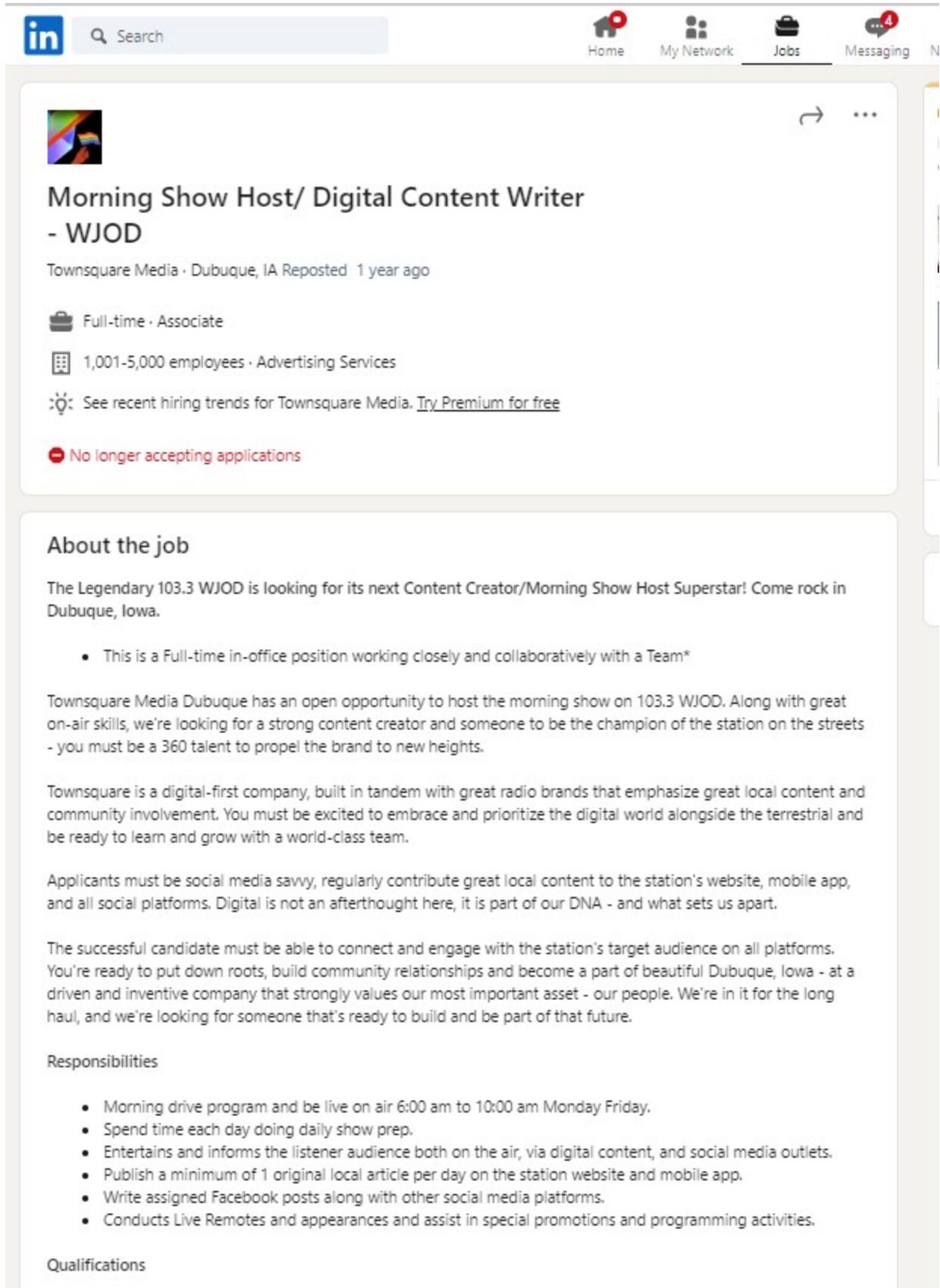
We're looking to build out a team of driven individuals to bring our best-in-class marketing solutions to local business in the Dubuque Market. This team is at the forefront of establishing and maintaining client relationships by leveraging our cross-platform advertising solutions to develop successful marketing campaigns for our clients.

#### What the role will look like?

- Determine strategy for identifying, connecting and closing new opportunities in your local market
- Prospect and identify potential clients using our proprietary data and analytics
- Build and maintain close working relationships with internal teams to identify upsell and cross sell opportunities
- Using your influencing and relationship-building skills, you provide world class client service, research and market analysis to create a successful campaign for our clients.
- Responsible for bringing our premier marketing and advertising solutions to local and regional businesses in the CITY
- Diversifying our clients' solutions through cross-selling a variety of marketing solutions including broadcast, digital (website design, SEO, SEM, Programmatic, Paid Search/Social, etc.), live event sponsorship and much more

#### Qualifications

- Proven track record of meeting and exceeding aggressive sales goal
- Strong marketing acumen
- Effective verbal and written communications essential.
- Experience selling or working with digital and or multimedia advertising solutions
- 1+ year of sales or marketing experience is preferred, but not required
- Goal-oriented, strong work ethic and a desire to learn and grow a career in Sales



The screenshot shows a LinkedIn job post interface. At the top, there is a navigation bar with the LinkedIn logo, a search bar, and icons for Home, My Network, Jobs, and Messaging (with a notification badge). The job post itself features a profile picture of a person with a rainbow background. The job title is 'Morning Show Host/ Digital Content Writer - WJOD', posted by Townsquare Media in Dubuque, IA, and reposted 1 year ago. The job is full-time, associate-level, and for a company with 1,001-5,000 employees in the advertising services industry. A red banner at the bottom of the job details states 'No longer accepting applications'. Below this is the 'About the job' section, which includes a bulleted point about the full-time in-office position, a paragraph about the opportunity to host the morning show on 103.3 WJOD, a paragraph about Townsquare's digital-first approach, a paragraph about social media requirements, a paragraph about the candidate's role in connecting with the audience, and sections for 'Responsibilities' (listing tasks like live broadcasting, content creation, and social media management) and 'Qualifications'.

**Morning Show Host/ Digital Content Writer - WJOD**

Townsquare Media · Dubuque, IA Reposted 1 year ago

Full-time · Associate

1,001-5,000 employees · Advertising Services

See recent hiring trends for Townsquare Media. [Try Premium for free](#)

**No longer accepting applications**

### About the job

The Legendary 103.3 WJOD is looking for its next Content Creator/Morning Show Host Superstar! Come rock in Dubuque, Iowa.

- This is a Full-time in-office position working closely and collaboratively with a Team\*

Townsquare Media Dubuque has an open opportunity to host the morning show on 103.3 WJOD. Along with great on-air skills, we're looking for a strong content creator and someone to be the champion of the station on the streets - you must be a 360 talent to propel the brand to new heights.

Townsquare is a digital-first company, built in tandem with great radio brands that emphasize great local content and community involvement. You must be excited to embrace and prioritize the digital world alongside the terrestrial and be ready to learn and grow with a world-class team.

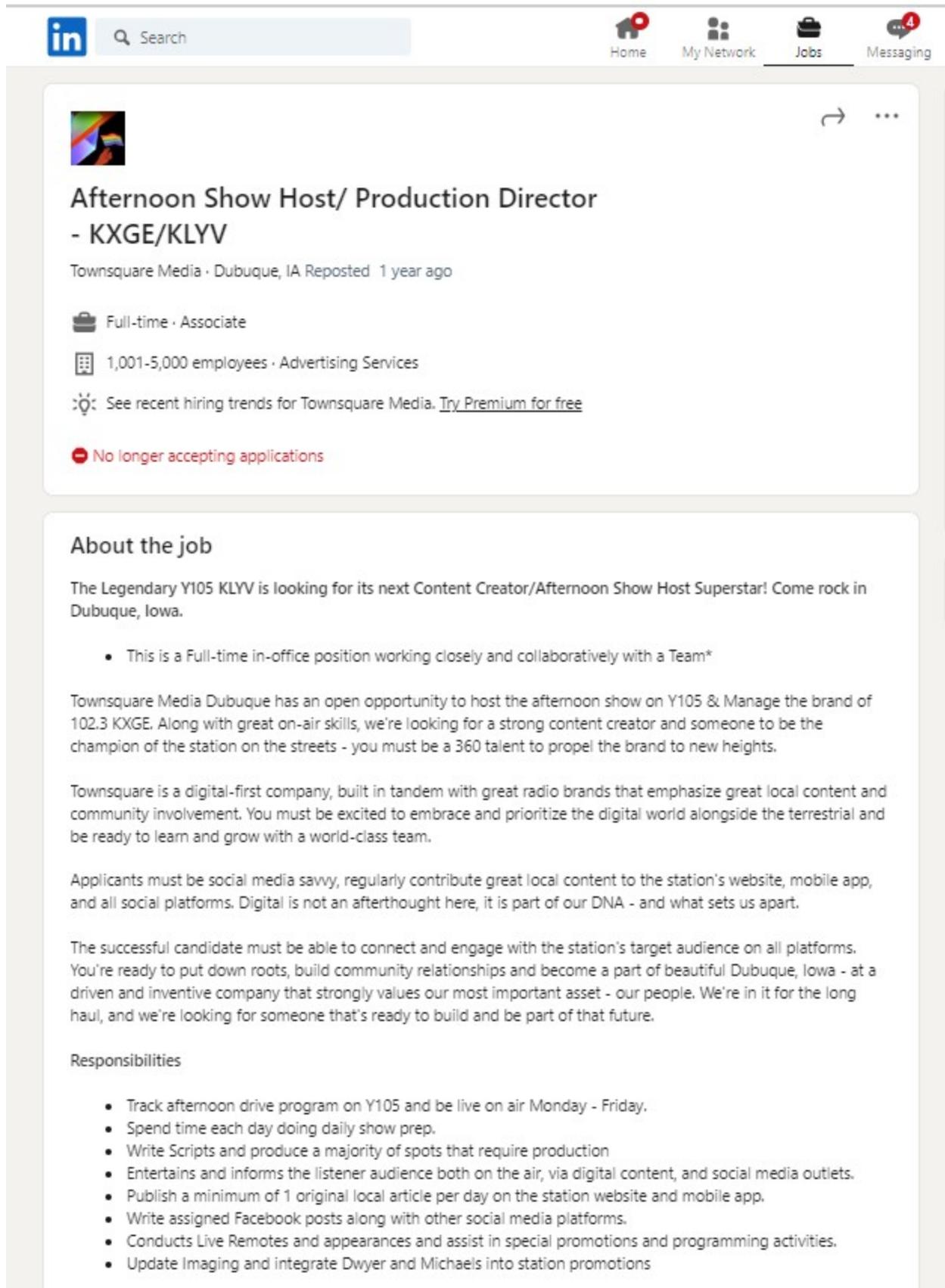
Applicants must be social media savvy, regularly contribute great local content to the station's website, mobile app, and all social platforms. Digital is not an afterthought here, it is part of our DNA - and what sets us apart.

The successful candidate must be able to connect and engage with the station's target audience on all platforms. You're ready to put down roots, build community relationships and become a part of beautiful Dubuque, Iowa - at a driven and inventive company that strongly values our most important asset - our people. We're in it for the long haul, and we're looking for someone that's ready to build and be part of that future.

#### Responsibilities

- Morning drive program and be live on air 6:00 am to 10:00 am Monday Friday.
- Spend time each day doing daily show prep.
- Entertains and informs the listener audience both on the air, via digital content, and social media outlets.
- Publish a minimum of 1 original local article per day on the station website and mobile app.
- Write assigned Facebook posts along with other social media platforms.
- Conducts Live Remotes and appearances and assist in special promotions and programming activities.

#### Qualifications



The screenshot shows a LinkedIn job post from Townsquare Media. The post title is 'Afternoon Show Host/ Production Director - KXGE/KLYV'. It is a full-time associate position at a company with 1,001-5,000 employees in the advertising services industry. The post is reposted from Dubuque, IA and is 1 year old. A red banner indicates that the company is no longer accepting applications. The 'About the job' section describes the role as a Content Creator/Afternoon Show Host Superstar for the Y105 KLYV station in Dubuque, Iowa. It details the responsibilities, including tracking the afternoon drive program, producing spots, writing scripts, and engaging with the audience on all platforms. The post also mentions that the successful candidate must be able to connect and engage with the station's target audience on all platforms and be ready to learn and grow with a world-class team.

**Afternoon Show Host/ Production Director - KXGE/KLYV**

Townsquare Media · Dubuque, IA Reposted 1 year ago

Full-time · Associate

1,001-5,000 employees · Advertising Services

See recent hiring trends for Townsquare Media. [Try Premium for free](#)

**No longer accepting applications**

### About the job

The Legendary Y105 KLYV is looking for its next Content Creator/Afternoon Show Host Superstar! Come rock in Dubuque, Iowa.

- This is a Full-time in-office position working closely and collaboratively with a Team\*

Townsquare Media Dubuque has an open opportunity to host the afternoon show on Y105 & Manage the brand of 102.3 KXGE. Along with great on-air skills, we're looking for a strong content creator and someone to be the champion of the station on the streets - you must be a 360 talent to propel the brand to new heights.

Townsquare is a digital-first company, built in tandem with great radio brands that emphasize great local content and community involvement. You must be excited to embrace and prioritize the digital world alongside the terrestrial and be ready to learn and grow with a world-class team.

Applicants must be social media savvy, regularly contribute great local content to the station's website, mobile app, and all social platforms. Digital is not an afterthought here, it is part of our DNA - and what sets us apart.

The successful candidate must be able to connect and engage with the station's target audience on all platforms. You're ready to put down roots, build community relationships and become a part of beautiful Dubuque, Iowa - at a driven and inventive company that strongly values our most important asset - our people. We're in it for the long haul, and we're looking for someone that's ready to build and be part of that future.

#### Responsibilities

- Track afternoon drive program on Y105 and be live on air Monday - Friday.
- Spend time each day doing daily show prep.
- Write Scripts and produce a majority of spots that require production
- Entertains and informs the listener audience both on the air, via digital content, and social media outlets.
- Publish a minimum of 1 original local article per day on the station website and mobile app.
- Write assigned Facebook posts along with other social media platforms.
- Conducts Live Remotes and appearances and assist in special promotions and programming activities.
- Update Imaging and integrate Dwyer and Michaels into station promotions

## Media and Digital Sales Executive - Dubuque, IA

***\*\*\*This position requires you to work out of the (Market) office\*\*\****

Townsquare Media is looking for a dynamic sales executive to join our media and digital advertising team! You will be selling local advertising for our innovative stations & all of its platforms, plus programmatic digital advertising and website platforms that include development, SEO, and mobilization of sites.

Are you Commission Driven? Have a sense of what it takes to win? If you want to grow professionally, can move at the speed of light, and still have fun - Well then we want to talk to you!

### Responsibilities

- Prospect for qualified local and regional businesses; conduct thorough Customer Needs Analysis (C N A); present and close appropriate marketing solution programs. These programs may include any of Townsquare Media's many assets for clients: Broadcast and Online radio, digital products such as display, streaming, loyalty programs, e-commerce, audience extension, and digital marketing services.
- Leverage our live event platform through sponsorship and sales programs to new and existing clients.
- Create new relationships with local and regional businesses in our area.
- Work with local and corporate marketing teams to develop campaign support materials.
- Responsible to accurately project revenues, meet and exceed monthly budgets for all product lines, and overachieve annual budgets.
- Enter new customer data and other sales contract details for station clients.
- Follow accountabilities set forth by your Sales Manager to help guide you to success in achieving monthly sales quotas consistently.
- Provide insight and value to executive management to shape the future of our organization.

### Qualifications

- Goal-oriented, a strong work ethic, and a strong desire to learn.
- Previous sales experience. A history of success with customers and a proven ability to develop and grow revenue.
- Knowledge and experience with digital media.
- The successful candidate will be smart, curious, tenacious, entrepreneurial, independent, passionate, and enthusiastic, and work with urgency to meet deadlines.
- Accomplished at prospecting and qualifying.
- Ability to engage clients quickly and develop rapport, with excellent communication and problem-solving skills.
- Associates/Bachelor's business/marketing-related degree or equivalent experience.
- Valid driver's license, auto insurance, and vehicle required.

### Benefits

- Weekly, Monthly, and Quarterly contests

- Uncapped commission potential
- 3 weeks of Vacation Time
- Company provided Laptop
- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- High Energy Work Environment
- Opportunity for Upward Mobility
- Growth Opportunities!

## About Us

Townsquare is a radio, digital media, entertainment, and digital marketing solutions company principally focused on being the premier local advertising and marketing solutions platform in small and mid-sized markets across the U.S. Our assets include 321 radio stations and more than 330+ local websites in 67 U.S. markets, a digital marketing solutions company (Townsquare Interactive), a proprietary digital programmatic advertising platform (Townsquare Ignite) and approximately 200 live events. Our brands include local media assets such as WYRK, KLAQ, K2, and NJ101.5; iconic local and regional events such as WYRK's Taste of Country (update link!), the Boise Music Festival, the Red Dirt BBQ & Music Festival, and Taste of Fort Collins; and leading tastemaker music and entertainment websites such as XXLmag.com, TasteofCountry.com, and Loudwire.com.

**TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.**

**Townsquare Media 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, Townsquare Media 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. Townsquare Media 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 Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.**

Greenhouse Report for Account Executive Hired 1/24/22

Last Name	First Name	Applied For	Source	Application Date
		Account Executive - Dubuque	Responded to an ad on Indeed	12/14/2021
		Account Executive - Dubuque	Linkedin (Ad Posting)	11/08/2021
		Account Executive - Dubuque	Linkedin (Ad Posting)	01/18/2022
		Account Executive - Dubuque	Applied through your website's jobs page	12/01/2021
		Account Executive - Dubuque	Linkedin (Ad Posting)	01/26/2022
		Account Executive - Dubuque	LinkedIn Sourced	11/16/2021
		Account Executive - Dubuque	Responded to an ad on Indeed	12/30/2021
		Account Executive - Dubuque	Indeed Sourced	11/29/2021
		Account Executive - Dubuque	Linkedin (Ad Posting)	11/16/2021
		Account Executive - Dubuque	Applied through your website's jobs page	11/09/2021
		Account Executive - Dubuque	Responded to an ad on Indeed	10/28/2021
		Account Executive - Dubuque	Responded to an ad on Indeed	10/27/2021

# CONTRACT



**Townsquare Media Dubuque**  
 5490 Saratoga Road  
 Dubuque, IA 52002  
 @townsquaremedia.com  
 (563) 557-

<u>Contract / Revision</u>		<u>Alt Order #</u>
<u>Advertiser</u> Townsquare Promo/PSA		<u>Original Date / Revision</u> 12/15/21 / 12/15/21
<u>Contract Dates</u> 12/17/21 - 01/16/22	<u>Estimate #</u>	
<u>Product</u> Townsquare Hiring Promos		
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Property</u> Dubuque	<u>Account Executive</u> House Dubuque	<u>Sales Office</u> Local Dubuque
<u>Special Handling</u> Do Not Mail		
<u>Demographic</u> Households		
<u>Agy Code</u>	<u>Advertiser Code</u>	<u>Product 1/2</u>
<u>Agency Ref</u>	<u>Advertiser Ref</u>	

And:

**Townsquare Promo/PSA**  
**Do Not Mail**  
 Temple, TX 76504

## KLYV-FM - 2993652A

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Imp (000)	Type	Spots	Amount
1	KLYV	12/17/21	01/16/22	M-F Prime Rotator	6a-7p		:30				NM	125	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	----F--				5	\$0.00	0			
Week:		12/20/21	12/26/21	MTWTF--				30	\$0.00	0			
Week:		12/27/21	01/02/22	MTWTF--				30	\$0.00	0			
Week:		01/03/22	01/09/22	MTWTF--				30	\$0.00	0			
Week:		01/10/22	01/16/22	MTWTF--				30	\$0.00	0			
2	KLYV	12/17/21	01/16/22	M-F Evening	7p-12a		:30				NM	63	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	----F--				3	\$0.00	0			
Week:		12/20/21	12/26/21	MTWTF--				15	\$0.00	0			
Week:		12/27/21	01/02/22	MTWTF--				15	\$0.00	0			
Week:		01/03/22	01/09/22	MTWTF--				15	\$0.00	0			
Week:		01/10/22	01/16/22	MTWTF--				15	\$0.00	0			
3	KLYV	12/17/21	01/16/22	Sa-Su Prime Rotator	6a-7p		:30				NM	40	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	-----SS				8	\$0.00	0			
Week:		12/20/21	12/26/21	-----SS				8	\$0.00	0			
Week:		12/27/21	01/02/22	-----SS				8	\$0.00	0			
Week:		01/03/22	01/09/22	-----SS				8	\$0.00	0			
Week:		01/10/22	01/16/22	-----SS				8	\$0.00	0			
<b>Totals</b>											0	228	\$0.00

## KXGE-FM - 2993652B

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Imp (000)	Type	Spots	Amount
1	KXGE	12/17/21	01/16/22	M-F Prime Rotator	6a-7p		:30				NM	125	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	----F--				5	\$0.00	0			
Week:		12/20/21	12/26/21	MTWTF--				30	\$0.00	0			
Week:		12/27/21	01/02/22	MTWTF--				30	\$0.00	0			
Week:		01/03/22	01/09/22	MTWTF--				30	\$0.00	0			
Week:		01/10/22	01/16/22	MTWTF--				30	\$0.00	0			
2	KXGE	12/17/21	01/16/22	M-F Evening	7p-12a		:30				NM	63	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			

(\* Line Transactions: N = New, E = Edited, D = Deleted)

Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to station the amount of any bills rendered by station within the time specified and until payment in full is received by station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified.



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**Dubuque, IA 52002**  
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**(563) 557-**

Contract / Revision		Alt Order #
Advertiser		Original Date / Revision
Townsquare Promo/PSA		12/15/21 / 12/15/21
Contract Dates	Product	Estimate #
12/17/21 - 01/16/22	Townsquare Hiring Prom	

<b>KXGE-FM - 2993652B</b>												
*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Imp Rate (000)	Type Spots	Amount	
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>		
Week:		12/13/21	12/19/21	----F--				3	\$0.00	0		
Week:		12/20/21	12/26/21	MTWTF--				15	\$0.00	0		
Week:		12/27/21	01/02/22	MTWTF--				15	\$0.00	0		
Week:		01/03/22	01/09/22	MTWTF--				15	\$0.00	0		
Week:		01/10/22	01/16/22	MTWTF--				15	\$0.00	0		
3	KXGE	12/17/21	01/16/22	Sa-Su Prime Rotator	6a-7p		:30			NM	40 \$0.00	
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>		
Week:		12/13/21	12/19/21	-----SS				8	\$0.00	0		
Week:		12/20/21	12/26/21	-----SS				8	\$0.00	0		
Week:		12/27/21	01/02/22	-----SS				8	\$0.00	0		
Week:		01/03/22	01/09/22	-----SS				8	\$0.00	0		
Week:		01/10/22	01/16/22	-----SS				8	\$0.00	0		
<b>Totals</b>										0	228	\$0.00

<b>WDBQ-AM - 2993652C</b>												
*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Imp Rate (000)	Type Spots	Amount	
1	WDBQ	12/17/21	01/16/22	M-F Prime Rotator	6a-7p		:30			NM	125 \$0.00	
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>		
Week:		12/13/21	12/19/21	----F--				5	\$0.00	0		
Week:		12/20/21	12/26/21	MTWTF--				30	\$0.00	0		
Week:		12/27/21	01/02/22	MTWTF--				30	\$0.00	0		
Week:		01/03/22	01/09/22	MTWTF--				30	\$0.00	0		
Week:		01/10/22	01/16/22	MTWTF--				30	\$0.00	0		
2	WDBQ	12/17/21	01/16/22	M-F Evening	7p-12a		:30			NM	63 \$0.00	
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>		
Week:		12/13/21	12/19/21	----F--				3	\$0.00	0		
Week:		12/20/21	12/26/21	MTWTF--				15	\$0.00	0		
Week:		12/27/21	01/02/22	MTWTF--				15	\$0.00	0		
Week:		01/03/22	01/09/22	MTWTF--				15	\$0.00	0		
Week:		01/10/22	01/16/22	MTWTF--				15	\$0.00	0		
3	WDBQ	12/17/21	01/16/22	Sa-Su Prime Rotator	6a-7p		:30			NM	40 \$0.00	
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>		
Week:		12/13/21	12/19/21	-----SS				8	\$0.00	0		
Week:		12/20/21	12/26/21	-----SS				8	\$0.00	0		
Week:		12/27/21	01/02/22	-----SS				8	\$0.00	0		
Week:		01/03/22	01/09/22	-----SS				8	\$0.00	0		
Week:		01/10/22	01/16/22	-----SS				8	\$0.00	0		
<b>Totals</b>										0	228	\$0.00

<b>WDBQ-FM - 2993652D</b>											
*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Imp Rate (000)	Type Spots	Amount
1	WDBQ	12/17/21	01/16/22	M-F Prime Rotator	6a-7p		:30			NM	125 \$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>	
Week:		12/13/21	12/19/21	----F--				5	\$0.00	0	
Week:		12/20/21	12/26/21	MTWTF--				30	\$0.00	0	
Week:		12/27/21	01/02/22	MTWTF--				30	\$0.00	0	
Week:		01/03/22	01/09/22	MTWTF--				30	\$0.00	0	
Week:		01/10/22	01/16/22	MTWTF--				30	\$0.00	0	
2	WDBQ	12/17/21	01/16/22	M-F Evening	7p-12a		:30			NM	63 \$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>	

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Advertiser		Original Date / Revision	
Townsquare Promo/PSA		12/15/21 / 12/15/21	
Contract Dates		Product	Estimate #
12/17/21 - 01/16/22		Townsquare Hiring Prom	

WDBQ-FM - 2993652D				Start/End Time	Days	Length	Spots/Week	Imp Rate (000)	Type	Spots	Amount	
*Line	Ch	Start Date	End Date	Description								
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>			<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	----F--			3	\$0.00	0			
Week:		12/20/21	12/26/21	MTWTF--			15	\$0.00	0			
Week:		12/27/21	01/02/22	MTWTF--			15	\$0.00	0			
Week:		01/03/22	01/09/22	MTWTF--			15	\$0.00	0			
Week:		01/10/22	01/16/22	MTWTF--			15	\$0.00	0			
3	WDBQ12	12/17/21	01/16/22	Sa-Su Prime Rotator	6a-7p					NM	40	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>			<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	-----SS			8	\$0.00	0			
Week:		12/20/21	12/26/21	-----SS			8	\$0.00	0			
Week:		12/27/21	01/02/22	-----SS			8	\$0.00	0			
Week:		01/03/22	01/09/22	-----SS			8	\$0.00	0			
Week:		01/10/22	01/16/22	-----SS			8	\$0.00	0			
<b>Totals</b>										0	228	\$0.00

WJOD-FM - 2993652E				Start/End Time	Days	Length	Spots/Week	Imp Rate (000)	Type	Spots	Amount	
*Line	Ch	Start Date	End Date	Description								
1	WJOD	12/17/21	01/16/22	M-F Prime Rotator	6a-7p					NM	125	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>			<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	----F--			5	\$0.00	0			
Week:		12/20/21	12/26/21	MTWTF--			30	\$0.00	0			
Week:		12/27/21	01/02/22	MTWTF--			30	\$0.00	0			
Week:		01/03/22	01/09/22	MTWTF--			30	\$0.00	0			
Week:		01/10/22	01/16/22	MTWTF--			30	\$0.00	0			
2	WJOD	12/17/21	01/16/22	M-F Evening	7p-12a					NM	63	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>			<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	----F--			3	\$0.00	0			
Week:		12/20/21	12/26/21	MTWTF--			15	\$0.00	0			
Week:		12/27/21	01/02/22	MTWTF--			15	\$0.00	0			
Week:		01/03/22	01/09/22	MTWTF--			15	\$0.00	0			
Week:		01/10/22	01/16/22	MTWTF--			15	\$0.00	0			
3	WJOD	12/17/21	01/16/22	Sa-Su Prime Rotator	6a-7p					NM	40	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>			<u>Spots/Week</u>	<u>Rate</u>	<u>Imp</u>			
Week:		12/13/21	12/19/21	-----SS			8	\$0.00	0			
Week:		12/20/21	12/26/21	-----SS			8	\$0.00	0			
Week:		12/27/21	01/02/22	-----SS			8	\$0.00	0			
Week:		01/03/22	01/09/22	-----SS			8	\$0.00	0			
Week:		01/10/22	01/16/22	-----SS			8	\$0.00	0			
<b>Totals</b>										0	228	\$0.00

KLYV-FM - 2993652F				Imp./Plays	Rate	Rate Type	Amount
*Line	Start Date	End Date	Description	Booked			
3	12/17/21	12/31/21	:30 Audio Spot (CPP)	114	\$0.00	CPP	\$0.00
8	01/01/22	01/16/22	:30 Audio Spot (CPP)	114	\$0.00	CPP	\$0.00
<b>Totals</b>				228			\$0.00

KXGE-FM - 2993652F				Imp./Plays	Rate	Rate Type	Amount
*Line	Start Date	End Date	Description	Booked			
4	12/17/21	12/31/21	:30 Audio Spot (CPP)	114	\$0.00	CPP	\$0.00
9	01/01/22	01/16/22	:30 Audio Spot (CPP)	114	\$0.00	CPP	\$0.00
<b>Totals</b>				228			\$0.00

(\* Line Transactions: N = New, E = Edited, D = Deleted)

Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to station the amount of any bills rendered by station within the time specified and until payment in full is received by station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified.



**Townsquare Media Dubuque**  
**5490 Saratoga Road**  
**Dubuque, IA 52002**  
**@townsquaremedia.com**  
**(563) 557-**

<u>Contract / Revision</u>		<u>Alt Order #</u>
<u>Advertiser</u> Townsquare Promo/PSA		<u>Original Date / Revision</u> 12/15/21 / 12/15/21
<u>Contract Dates</u> 12/17/21 - 01/16/22	<u>Product</u> Townsquare Hiring Prom	<u>Estimate #</u>

<b>WDBQ-FM - 2993652F</b>				Imp./Plays	Booked	Rate	Rate Type	Amount
*Line	Start Date	End Date	Description					
2	12/17/21	12/31/21	:30 Audio Spot (CPP)	114	\$0.00	CPP		\$0.00
7	01/01/22	01/16/22	:30 Audio Spot (CPP)	114	\$0.00	CPP		\$0.00
<b>Totals</b>				228				\$0.00

<b>WJOD-FM - 2993652F</b>				Imp./Plays	Booked	Rate	Rate Type	Amount
*Line	Start Date	End Date	Description					
5	12/17/21	12/31/21	:30 Audio Spot (CPP)	114	\$0.00	CPP		\$0.00
10	01/01/22	01/16/22	:30 Audio Spot (CPP)	114	\$0.00	CPP		\$0.00
<b>Totals</b>				228				\$0.00

Time Period	Gross Amount	Net Amount
11/29/21 - 12/26/21	\$0.00	\$0.00
11/29/21 - 12/26/21	\$0.00	\$0.00
11/29/21 - 12/26/21	\$0.00	\$0.00
11/29/21 - 12/26/21	\$0.00	\$0.00
12/27/21 - 01/16/22	\$0.00	\$0.00
12/27/21 - 01/16/22	\$0.00	\$0.00
12/27/21 - 01/16/22	\$0.00	\$0.00
12/27/21 - 01/16/22	\$0.00	\$0.00
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>

Contract Totals      0.912      1,264      \$0.00

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(\* Line Transactions: N = New, E = Edited, D = Deleted)

Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to station the amount of any bills rendered by station within the time specified and until payment in full is received by station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified.

Greenhouse Report for Account Executive Hired 8/29/22

Last Name	First Name	Applied For	Source	Application Date
		Account Executive	Responded to an ad on Indeed	12/31/2020
		Account Executive	Applied through your website's jobs page	12/21/2020
		Account Executive	Applied through your website's jobs page	12/09/2020
		Account Executive	Indeed Sourced	01/05/2021
		Account Executive	Responded to an ad on Indeed	12/31/2020
		Account Executive	Responded to an ad on Indeed	12/31/2020
		Account Executive	Indeed Sourced	12/23/2020

## Morning Show Host/ Digital Content Writer - WJOD

The Legendary 103.3 WJOD is looking for its next Content Creator/Morning Show Host Superstar! Come rock in Dubuque, Iowa.

*\*This is a Full-time in-office position working closely and collaboratively with a Team\**

Townsquare Media Dubuque has an open opportunity to host the morning show on 103.3 WJOD. Along with great on-air skills, we're looking for a strong content creator and someone to be the champion of the station on the streets - you must be a 360 talent to propel the brand to new heights.

Townsquare is a digital-first company, built in tandem with great radio brands that emphasize great local content and community involvement. You must be excited to embrace and prioritize the digital world alongside the terrestrial and be ready to learn and grow with a world-class team.

Applicants must be social media savvy, regularly contribute great local content to the station's website, mobile app, and all social platforms. Digital is not an afterthought here, it is part of our DNA - and what sets us apart.

The successful candidate must be able to connect and engage with the station's target audience on all platforms. You're ready to put down roots, build community relationships and become a part of beautiful Dubuque, Iowa - at a driven and inventive company that strongly values our most important asset - our people. We're in it for the long haul, and we're looking for someone that's ready to build and be part of that future.

### Responsibilities

- Morning drive program and be live on air 6:00 am to 10:00 am Monday Friday.
- Spend time each day doing daily show prep.
- Entertains and informs the listener audience both on the air, via digital content, and social media outlets.
- Publish a minimum of 1 original local article per day on the station website and mobile app.
- Write assigned Facebook posts along with other social media platforms.
- Conducts Live Remotes and appearances and assist in special promotions and programming activities.

### Qualifications

- History of original written digital content
- Knowledge of basic FCC rules and regulations.
- Must have superior knowledge of current events and the CHR format
- Ability to interact with management and staff at all levels, multi-task, and handle pressures and deadlines.
- Skill in operation of control board, remote broadcasting, and other related production equipment.
- Quickly become proficient in Zetta and Adobe Audition.
- Computer literacy in applicable programs and excellent verbal communication skills.

- Public speaking skills and ability to interact with listeners and clients in a public setting.
- Problem-solving ability and skill in prioritizing.

## Benefits

- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- Casual, high-energy work environment
- Opportunity for upward mobility
- Company provided laptop
- Competitive salary + bonus program
- Company discounts
- Pet Insurance
- Time off for volunteering

## About Us

Townsquare is a community-focused digital media, digital marketing solutions and radio company focused outside the Top 50 markets in the U.S. Our assets include [Townsquare Interactive](#), a digital marketing services subscription business providing web sites, search engine optimization, social platforms and online reputation management for approximately 21,900 SMBs; [Townsquare IGNITE](#), a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 322 local terrestrial radio stations in 67 cities with corresponding local news and entertainment websites and apps including legendary brands such as [WYRK.com](#), [WJON.com](#), and [NJ101.5.com](#), along with a network of national music brands including [XXLmag.com](#), [TasteofCountry.com](#), [UltimateClassicRock.com](#) and [Loudwire.com](#).

**TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.**

Townsquare Media 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, Townsquare Media 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. Townsquare Media 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 Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.

Greenhouse Report for DOC Hired 3/9/22

Last Name	First Name	Applied For	Source	Application Date
		Morning Show Host/ Digital Content Writer - WJOD	Applied through your website's jobs page	01/25/2022
		Morning Show Host/ Digital Content Writer - WJOD	Applied through your website's jobs page	01/25/2022
		Morning Show Host/ Digital Content Writer - WJOD	Responded to an ad on Indeed	01/24/2022
		Morning Show Host/ Digital Content Writer - WJOD	Applied through your website's jobs page	01/25/2022
		Morning Show Host/ Digital Content Writer - WJOD	Applied through your website's jobs page	02/02/2022
		Morning Show Host/ Digital Content Writer - WJOD	Applied through your website's jobs page	01/24/2022

**Job Description for Brand Manager /Prod. Director and AMD Host for KXGE and KLYV (One posting resulted in two hires) -- Description uploaded into Greenhouse, which exports to sources listed in Greenhouse sources listed in Annual Report**

Afternoon Show Host/ Production Director - KXGE/KLYV

**The Legendary Y105 KLYV is looking for its next Content Creator/Afternoon Show Host Superstar! Come rock in Dubuque, Iowa.**

***\*This is a Full-time in-office position working closely and collaboratively with a Team\****

Townsquare Media Dubuque has an open opportunity to host the afternoon show on Y105 & Manage the brand of 102.3 KXGE. Along with great on-air skills, we're looking for a strong content creator and someone to be the champion of the station on the streets - you must be a 360 talent to propel the brand to new heights.

Townsquare is a digital-first company, built in tandem with great radio brands that emphasize great local content and community involvement. You must be excited to embrace and prioritize the digital world alongside the terrestrial and be ready to learn and grow with a world-class team.

Applicants must be social media savvy, regularly contribute great local content to the station's website, mobile app, and all social platforms. Digital is not an afterthought here, it is part of our DNA - and what sets us apart.

The successful candidate must be able to connect and engage with the station's target audience on all platforms. You're ready to put down roots, build community relationships and become a part of beautiful Dubuque, Iowa - at a driven and inventive company that strongly values our most important asset - our people. We're in it for the long haul, and we're looking for someone that's ready to build and be part of that future.

### **Responsibilities**

- Track afternoon drive program on Y105 and be live on air Monday - Friday.
- Spend time each day doing daily show prep.
- Write Scripts and produce a majority of spots that require production
- Entertains and informs the listener audience both on the air, via digital content, and social media outlets.
- Publish a minimum of 1 original local article per day on the station website and mobile app.
- Write assigned Facebook posts along with other social media platforms.
- Conducts Live Remotes and appearances and assist in special promotions and programming activities.
- Update Imaging and integrate Dwyer and Michaels into station promotions

### **Qualifications**

- History of original written digital content
- Knowledge of basic FCC rules and regulations.
- Must have superior knowledge of current events and the CHR format
- Ability to interact with management and staff at all levels, multi-task, and handle pressures and deadlines.

- Skill in operation of control board, remote broadcasting, and other related production equipment.
- Quickly become proficient in Zetta and Adobe Audition.
- Computer literacy in applicable programs and excellent verbal communication skills.
- Public speaking skills and ability to interact with listeners and clients in a public setting.
- Problem-solving ability and skill in prioritizing.

## Benefits

- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- Casual, high-energy work environment
- Opportunity for upward mobility
- Company provided laptop
- Competitive salary + bonus program
- Company discounts
- Pet Insurance
- Time off for volunteering

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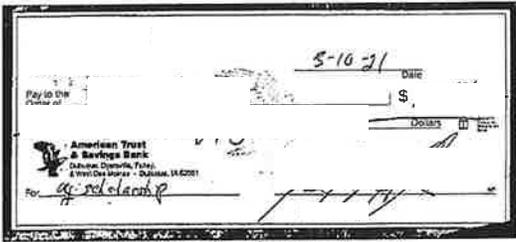
Greenhouse Report for KXGE and KLYV Hires on 3/1/22

Last Name	First Name	Applied For	Source	Application Date
		Afternoon Show Host/ Production Director - KXGE/KLYV	Applied through your website's jobs page	02/17/2022
		Afternoon Show Host/ Production Director - KXGE/KLYV	Applied through your website's jobs page	02/21/2022
		Afternoon Show Host/ Production Director - KXGE/KLYV	Applied through your website's jobs page	01/22/2022
		Afternoon Show Host/ Production Director - KXGE/KLYV	Applied through your website's jobs page	02/16/2022
		Afternoon Show Host/ Production Director - KXGE/KLYV	Responded to an ad on Indeed	02/05/2022

## **Exhibit 5**

### Documentation of Outreach Initiatives

The attached materials document at least two points worth of initiatives included in the 2020-2021 and 2021-2022 EEO public file reports and generally are presented in the order that the initiatives appear in those reports.



**From:**  
**To:**

**Cc:**

**Subject:** FCC EEO Public File Training  
**Date:** Wednesday, January 13, 2021 6:09:06 PM  
**Attachments:** [image001.png](#)  
[image005.png](#)  
[FCC\\_s EEO Rules Training Final.ppt](#)  
[List of FCC Activities that Count as Recruitment Initiatives.docx](#)  
[License Renewal Dates \(by State\).pdf](#)  
[FCC EEO Recruitment Representative Role and Responsibilities.docx](#)  
[Employment Application - Townsquare Media and All Affiliates Rev 01-2020.pdf](#)

---

Thank you for attending today's session on FCC EEO Recruitment Requirements. In a short time we covered a lot of information. Please don't be overwhelmed. If you have a question, we'll get you an answer.

---

As a follow up to some questions that came up :

1.

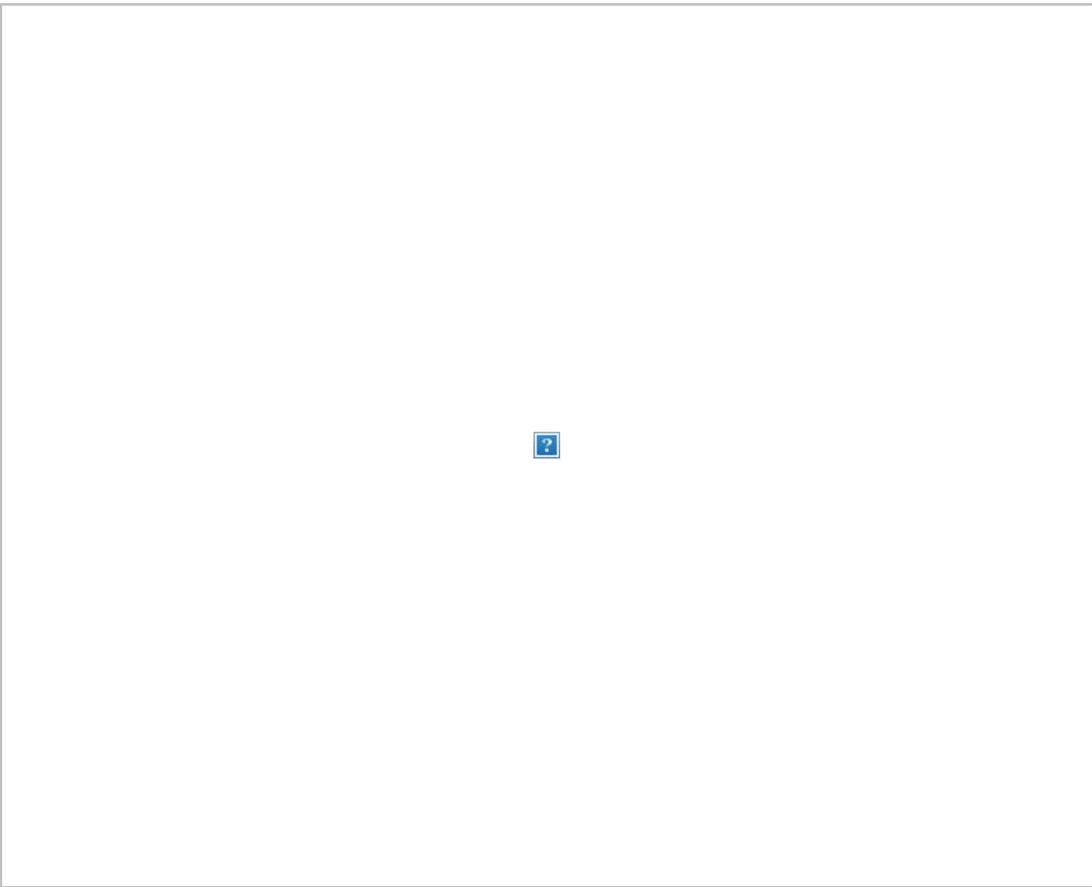
2.

!

Attached, I've included:

- The PowerPoint from today's presentation.
- A list of FCC Activities that count as recruitment initiatives.
- License renewal dates by state
- I included the notes I have on this topic as well as templates you can use going forward (starting on page 4), as well as examples of completed templates.
- An Employment Application:

Hope this helps and thank you for making sure we do things right!



**Human Resources/YOU MATTER**

**Townsquare Media**

One Manhattanville Road, Suite 202

Purchase, NY 10577

Tel: 203.900. Cell: 917.826.

Email: [\\_\\_\\_\\_\\_@Townsquaremedia.com](mailto:_____@Townsquaremedia.com)

For comments, thoughts, concerns on how you matter at Townsquare, email \_ .



FFA Communications Scholarship 2022

FD-1027/08

DATE 3-16-22

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

DOLLARS  HUNDREDS

MidWestOne Bank

MEMO FFA Scholarship

[Signature]

---

**Subject:** FW: Dubuque EEO Audit; 2021-2022 Recruitment Initiative

---

**From:** < @townsquaremedia.com>  
**Sent:**  
**To:**  
**Cc:**  
**Subject:** Dubuque EEO Audit; 2021-2022 Recruitment Initiative

Re:

2	Participation in events sponsored by organizations representing groups present in the community interested in broadcast employment issues	The Market President spoke at a Rotary Club-sponsored Career Fair event on Feb 8, 2022 designed to promote businesses in the community and opportunities being offered; spoke about both Content/On Air and Sales positions.
---	---	--



Rotary Club of Dubuque

February 9, 2022 · 🌐



February 8, 2022 weekly meeting: Jeff Robb, Market President, Townsquare Media, was our guest speaker. His company owns broadcast stations across the country. In Dubuque, they include WDBQ AM, Y105FM NewsTalk, Eagle102.3FM, Q107.5FM, and 103WJOD Country. However, It's not all terrestrial radio in Jeff's universe. It's online, web and social media, local advertising and branding services for all types and sizes of business. His message: "We help businesses build their brands and connect with their audiences using all media forms. We employ local talent and have the tools to measure markets, identify opportunities, and help local businesses grow and prosper." At this meeting we inducted a new member (see photos).





**Market President | Chief Revenue Officer**

[Townsquare Media Dubuque](#)  
O: 563.690. | C: 563.580.  
[Email](#) | [LinkedIn](#)

