



January 16, 2018

TO: Recruiter

FROM: Shelly L Brown
Riviera Broadcasting
602-648-9800
sbrown@rivierabroadcasting.com

This is to acknowledge that you have received a letter from Riviera Broadcasting seeking men, women and minority referrals for the following position:

Vice President of Sales
National Sales Manager
Graphic Designer/ Website Coordinator
Videographer/ Photographer

The following action (has been) (will be) taken:

Are there other organizations you could recommend that may like to receive future job opening information?

Organization Name: _____

Contact: _____

Address: _____

Phone: _____ Fax: _____

Signature _____

Date _____

Please sign and date this letter and fax to my attention (602-682-9423) or email sbrown@rivierabroadcastin.com Thank you.

Riviera Broadcasting is an Equal Opportunity Employer
Would you prefer to receive job opportunities via e-mail? Please e-mail me at sbrown@rivierabroadcasting.com



Riviera Broadcasting, LLC
4745 N. 7th Street Suite 410 | Phoenix, AZ 85014 | Phone 602.648.9800

Shelly Brown

From: Shelly Brown
Sent: Tuesday, January 16, 2018 12:35 PM
Subject: Recruitment Outreach - Job Openings @ Riviera Broadcasting
Attachments: Return Receipt Request 1-16-18.docx; VP of Sales 2019.01.10 F.docx; VP of Sales 2019.01.10 F.pdf; Selection Profile - National Sales Manager 2019.01.10 F.docx; Selection Profile - National Sales Manager 2019.01.10 F.pdf; Graphic Designer Job Description.doc.docx; Graphic Designer Job Description.pdf; Videographer - Photographer Job Description.doc.docx; Videographer - Photographer Job Description.pdf

Dear Employment Specialist,

Riviera Broadcasting has included your organization in our employment outreach efforts. We would like to share job openings with you as they occur at our radio stations. If you would prefer to receive these notifications through email or if you would like to have your organization removed from our outreach list please let me know.

We are currently recruiting for the following positions:

Vice President of Sales
National Sales Manager
Videographer/ Photographer
Graphic Designer / Website Coordinator

I have attached these job descriptions and ask that you please post these at your respective locations. Thank you for your help in our recruitment efforts!

Thank You