

**Licensee: Friends of KEXP (Fac ID 68668)**

**90.3 FM, Seattle, WA**

**EEO Annual Public File Report: October 1, 2020 – September 30, 2021**

This EEO Annual Public File Report is filed in KEXP's public file and posted at [www.kexp.org](http://www.kexp.org) in compliance with Section 73.2080(c)(6) of the FCC's rules.

If your organization would like to receive notice of vacancies, please contact us at 206-520-5800. All openings are posted at [www.kexp.org/jobs](http://www.kexp.org/jobs).

Friends of KEXP employs 70 full time (30+ hours/week) employees and are required to perform at least four outreach initiatives every two years.

**Equal Employment Opportunity Policy Statement**

KEXP has been, and will continue to be, committed to recruiting, hiring, developing, compensating, and promoting the best-qualified individuals for positions at all levels. In order to provide equal employment and advancement opportunities to all individuals, KEXP's employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, gender, national origin, age, disability, political ideology, veteran status, sexual orientation, gender identity, marital status, genetic characteristics, or any other class protected by law.

This statement reaffirms our dedication to the principles of Equal Employment Opportunity and our expectation that all employees will lend their full support to furthering KEXP's success through implementation of those principles.

**Vacancies and Hiring**

<b>Job Title</b>	<b>Date of Hire</b>	<b>Recruitment Sources Notified</b>	<b>Number of Interviews</b>	<b>Recruitment Sources of Interviews</b>	<b>Recruitment Source of Hire</b>
Advancement Coordinator	2/16/2021	1-9, 13-25	8	1, 6, 7	7
Philanthropy Officer	6/14/2021	1-9, 11, 13-26	5	1, 2, 5, 6	2
Accounting Clerk	9/20/2021	1-9, 13-25	5	1, 2, 3, 7	2

**Total Interviews Conducted: 18****Total Full-Time Employees Hired: 3**

Please note that recruitment sources 13-25 correspond to our community referral organizations, listed on page 6.

In addition, some sources listed are used only when appropriate for the specific job opening, not for all positions.

## **Recruitment Sources**

<b>#</b>	<b>Name</b>	<b>Contact Information</b>	<b>Type of Source</b>	<b># of Interviewees</b>
1.	KEXP Website	<a href="http://www.kexp.org/about/jobs">www.kexp.org/about/jobs</a>	Station website	5
2.	KEXP on-air spot	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Radio broadcast	3
3.	KEXP Facebook	<a href="http://www.facebook.com/kexp.fm">www.facebook.com/kexp.fm</a>	Station social networking page	1
4.	KEXP Twitter	<a href="http://twitter.com/kexp">twitter.com/kexp</a>	Station social media page	
5.	Current employees	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Current employees notified by internal job announcement email	1
6.	Employee referral	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Referral from current employee	3
7.	Community referral		Referral from community member who is not an employee	5
8.	Office of Film + Music newsletter	Joe Mirabella <a href="mailto:joe.mirabella@seattle.gov">joe.mirabella@seattle.gov</a>	City of Seattle film and music industry newsletter	
9.	Indeed	<a href="http://www.indeed.com">www.indeed.com</a>	Online job board	
10.	LinkedIn	<a href="http://www.linkedin.com">www.linkedin.com</a>	Business-related social networking website	
11.	Idealist	<a href="http://www.idealists.org">www.idealists.org</a>	Online job board for non-profits	
12.	Hack the CD	23 <sup>rd</sup> Ave. S, Seattle, WA <a href="mailto:hackthecd@gmail.com">hackthecd@gmail.com</a>	Non-profit focused on promoting success for African-American residents of Seattle in tech-related positions and industries	
13.	Art Institute of Seattle	<a href="http://www.aii.edu">www.aii.edu</a> 2323 Elliott Ave. Seattle, WA 98121	Art-focused academic institution	

14.	Asian Counseling & Referral Services	<a href="http://www.acrs.org">www.acrs.org</a> 3639 Martin Luther King Jr. Way S Seattle, WA 98144	Non-profit focused on empowering Asian-Americans and Pacific Islanders	
15.	Bellevue College	<a href="http://www.bellevuecollege.edu">www.bellevuecollege.edu</a> 3000 Landerholm Circle SE Bellevue, WA 98007-6406	Community college career services	
16.	Catholic Community Services	<a href="http://www.ccsww.org">www.ccsww.org</a> 100 23 <sup>rd</sup> Avenue S Seattle, WA 98144	Religious service organization	
17.	City University	<a href="http://www.cityu.edu">www.cityu.edu</a> 521 Wall Street, Suite 100 Seattle, WA 98121	University career services	
18.	Courage 360	<a href="http://www.courage360.org">www.courage360.org</a> 3516 S 47 <sup>th</sup> St., #205 Tacoma, WA 98409	Non-profit focused on economic self-sufficiency for low-income women and families	
19.	Central Washington University	<a href="http://www.cwu.edu">www.cwu.edu</a> 400 E. University Way Ellensburg, WA 98926	University career services	
20.	Evergreen State College (KAOS Radio)	<a href="http://www.evergreen.edu">www.evergreen.edu</a> 2700 Evergreen Parkway NW Olympia, WA 98505	College radio station	
21.	Green River Community College	<a href="http://www.greenriver.edu">www.greenriver.edu</a> 12401 SE 320 <sup>th</sup> Street Auburn, WA 98092-3622	Community college career services	
22.	Pacific Lutheran University	<a href="http://www.plu.edu">www.plu.edu</a> 12180 Park Avenue S. Tacoma, WA 98447	University career services	
23.	UIATF Native Workforce Services Program	<a href="http://www.unitedindians.org">www.unitedindians.org</a> Discovery Park P.O. Box 99100 Seattle, WA 98139	Non-profit focused on cultural and social services for indigenous people of Puget Sound	
24.	University of Puget Sound	<a href="http://www.ups.edu">www.ups.edu</a> 1500 N. Warner St. Tacoma, WA 98416	University career services	

25.	Urban League of Metropolitan Seattle	105 14 <sup>th</sup> Avenue, Ste. 200 Seattle, WA 98122 <a href="mailto:info@urbanleague.org">info@urbanleague.org</a>	Email list of non-profit empowering African Americans in Seattle	
26.	AFP Advancement Northwest	<a href="http://www.afpadvancementnw.org">www.afpadvancementnw.org</a> 2150 N 107 <sup>th</sup> St, Ste 205 Seattle, WA 98133	Professional association for fundraisers	
27.	Philanthropy Northwest	<a href="http://www.philanthropynw.org">www.philanthropynw.org</a> 2101 Fourth Avenue, Suite 650 Seattle, WA 98121 <a href="mailto:info@philanthropynw.org">info@philanthropynw.org</a>	Online job board for non-profit opportunities in the Northwest	
28.	WorkSource Washington	<a href="http://www.worksourcewa.com">www.worksourcewa.com</a> 888-316-5627	Washington State online job board	
29.	Greater Public Job Line	greaterpublic.org/jobline 401 North 3 <sup>rd</sup> Street, Suite 370 Minneapolis, MN 55401 (888) 454-2314	Online job board for public media opportunities	
30.	The Nonprofit Network	<a href="http://www.thenonprofitnetwork.org">www.thenonprofitnetwork.org</a> 4018 City Terrace Drive Los Angeles, CA 90063	Online job board for non-profit opportunities	
31.	Craigslist	seattle.craigslist.org	Online job board	
32.	Monster	<a href="http://www.monster.com">www.monster.com</a>	Online job board	
33.	HuskyJobs	<a href="http://careers.uw.edu">careers.uw.edu</a> 134 Mary Gates Hall Box 352810 Seattle, WA 98195	University of Washington online job board	
34.	Digital Library Federation	<a href="http://www.diglib.org">www.diglib.org</a> 2221 South Clark Street Arlington, VA 22202	Professional group for digital librarians	
35.	Northwest Archivists	<a href="https://northwestarchivistsinc.wildapricot.org/">https://northwestarchivistsinc.wildapricot.org/</a>	Professional group for archivists in the Northwest	
36.	We Here	wehere.space 711 W. 40th St., #361 Baltimore, MD 21211	Community group for BIPOC library and archive professionals	
37.	Code4Lib	Code4lib.org	Community for technology professionals in libraries, archives, and museums	

## **Community Referral Organizations**

Art Institute of Seattle  
2323 Elliott Ave.  
Seattle, WA 98121  
[aisjobs@aii.edu](mailto:aisjobs@aii.edu)

Asian Counseling & Referral Services  
3639 Martin Luther King Jr. Way S  
Seattle, WA 98144  
[employmentprogram@acrs.org](mailto:employmentprogram@acrs.org)

Bellevue College  
3000 Landerholm Circle SE  
Bellevue, WA 98007-6406  
[careers@bellevuecollege.edu](mailto:careers@bellevuecollege.edu)

Catholic Community Services  
100 23rd Avenue S  
Seattle, WA 98144  
[nwejobs@ccsww.org](mailto:nwejobs@ccsww.org)

City University  
521 Wall Street, Suite 100  
Seattle, WA 98121  
[careers@cityu.edu](mailto:careers@cityu.edu)

Courage 360  
3516 S 47th St., #205  
Tacoma, WA 98409  
[wendys@courage360.org](mailto:wendys@courage360.org)

CWU Career Services  
400 E. University Way  
Ellensburg, WA 98926

[career@cwu.edu](mailto:career@cwu.edu)

Evergreen State College (KAOS Radio)  
2700 Evergreen Parkway NW  
Olympia, WA 98505  
[kaos@evergreen.edu](mailto:kaos@evergreen.edu)

Green River Community College  
12401 SE 320th Street  
Auburn, WA 98092-3622  
[workforce@greenriver.edu](mailto:workforce@greenriver.edu)

Pacific Lutheran University  
12180 Park Avenue S.  
Tacoma, WA 98447  
[career@plu.edu](mailto:career@plu.edu)

UIATF Native Workforce Services Program  
Discovery Park  
P.O. Box 99100  
Seattle, WA 98139  
[yspencer@unitedindians.org](mailto:yspencer@unitedindians.org)

University of Puget Sound  
1500 N. Warner St.  
Tacoma, WA 98416  
[ces@ups.edu](mailto:ces@ups.edu)

Urban League of Metropolitan Seattle  
105 14<sup>th</sup> Avenue, Ste. 200  
Seattle, WA 98122  
[info@urbanleague.org](mailto:info@urbanleague.org)

## **Outreach Initiatives**

### **1. Internship Fairs and Career Days**

McKenna Haley, Community Engagement Manager, and Mathilde Xiao, Community Engagement Coordinator, participated in the following career and internship fair by distributing information about our internship and volunteer programs, collecting resumes, gathering email addresses, and answering questions about the station:

City of Music Career Day - Sponsored by Seattle Music Commission, the Office of Economic Development, and the Office of Arts & Culture, with support from Connors & Co., KEXP, the Museum of Pop Culture, and The Vera Project  
8/27/2021 (virtual)

### **2. Professional Development Program**

KEXP has established a professional development program for staff that funds work-related training, classes, and conferences on an individual or team level through applications to a centrally-held budget, assessed and decided by Rebecca Denk, Director of Finance & HR, and Elisabeth Severson, Associate Director of HR. In addition, broadly applicable training on multiple subjects has been provided to staff members through optional sessions held at KEXP.

### **3. EEO Training**

KEXP requires all staff to complete harassment prevention and anti-discrimination training annually. Members of hiring teams at KEXP are also required to complete unconscious bias training prior to conducting interviews. The training is a virtual, on-demand session through KEXP's human resources information system.

### **4. Youth DJ Program**

KEXP offers a free education program teaching youth the art of music curation and radio. Working with KEXP DJs, young music-lovers gain knowledge and training in music curation, board operation, physical and digital asset management,

mentorship, and basic radio skills. Youth also gain insight into non-commercial public community radio with classes taking place at the KEXP studio.

The program is one month long, from September 2, 2021 – October 7, 2021. Students who complete the full training may join a cohort of rotating hosts for KEXP's youth show 90.TEEN.

#### 5. Teaching Artists Program

KEXP's Teaching Artists program connects teachers and nonprofit leaders in the Pacific Northwest with professionals working within the music radio industry to enrich curriculum and connect with students. The program is made available at no cost to Title I eligible public schools and includes stipend payments to the artists. In the 2020-2021 license year, eleven one-off classes and one long-term program totaling seven classes were conducted.

Teaching Artists are professionals, including both KEXP staff and members of the wider community, who offer 30-90 minute classes in the following areas:

- Radio DJing
- Audio Engineering
- Videography
- Music Journalism
- Broadcast Engineering
- Music
- General Music Industry



## 6. Internships

KEXP's internship program seeks to provide interns from historically under-invited communities with hands-on experience in the nonprofit arts sector. Our program is designed to develop and equip emerging leaders interested in furthering their careers in a broad array of fields including music programming and production, audio engineering, education, and events.

Our interns learn skills in business communication, project management, problem-solving, audio technology, database management and more. These skills and experiences offer our interns a unique ground-level glimpse of the day-to-day life of a community-supported radio station and arts organization, while offering relationship building and networking opportunities with individuals throughout the music industry. All internships are paid.

Internships are a 6 month commitment from April to October. Our interns come from a variety of Seattle-area colleges and universities, including the University of Washington and Shoreline Community College. We also have students who volunteer with us who attend Franklin High School, Northwest School, Highline College, and Gibson Ek High School.

Our internship program is administrated by Andrea Friedman, Community Engagement Manager, and Mathilde Xiao, Community Engagement Coordinator. The internship program was on hold due to COVID-19 for 2020 and 2021 but will resume in 2022.

### Active Intern Positions for 2019 (sample):

Education Intern

Supervisor: Sharlese Metcalf, Education Coordinator

Creative Audio Production Intern

Supervisor: Will Myers, Creative Producer

Events Intern

Supervisors: McKenna Haley & Andrea Friedman,  
Events Producers

Morning Show Production Intern

Supervisor: Owen Murphy, Morning Show &  
Programming Producer

Afternoon Show Production Intern

Supervisor: Kelsey Brannan, Afternoon Show Producer  
& Project Manager

Audio Post-Production Intern

Supervisor: Matt Ogaz, Senior Production Engineer