



Idaho Public Television - FCC EEO Public File **Audit Report**

For the period May 22, 2019 to May 21, 2020

The report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location</u>	<u>DMA City, State</u>
KAID	62442	TV	Boise, ID	Boise, ID
KCDT	62424	TV	Coeur d'Alene, ID	Spokane, WA
KIPT	62427	TV	Twin Falls, ID	Twin Falls, ID
KISU	62430	TV	Pocatello, ID	Idaho Falls, ID
KUID	62382	TV	Moscow, ID	Spokane, WA

The report below lists all full-time vacancies filled during the reporting period for all stations. All open full-time positions are listed on Idaho Public Television's website and intranet (SharePoint). Additionally, notices of all full-time openings are sent to the organizations and agencies listed below:

Job Title	Total Interviewed	Recruitment Source Numbers Used to Fill Vacancy (see page 3 for full details)
IT Operations and Support Analyst 1 Register #04228	5	1-7, 13-14, 19, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Sponsorship Acct Executive Register #04198	5	1-4 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
Digital/Video Input Clerk Register #00767	3	1-4, 6, 12-14, 19, 23, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources

Part Time Management Assistant/Grant Writer Register #00732	3	1-4, 6, 12-14, 19, 23, 28 Division of Labor, Idaho public Television website, State of Idaho Division of Human Resources
Community Education Specialist Register #00896	4	1-4, 6, 12, 21, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
Director of Finance Register #00958	8	1-4, 6, 12, 21, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
Administrative Assistant 1 Register #03428	4	1-4, 16-18, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Director Videographer Register #00987	1	1-4, 6, 8, 14, 16-17, 19, 20-21, 25-28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Director Videographer Register #00333	3	1-4, 8-9, 12, 23 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Producer Writer Register #02478	3	1-4 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Programming Support Clerk Register #02161	1	1-4, 19, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Broadcast Maintenance Operations Engineer Register #00734	4	1-4, 19, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources

Master Recruitment Source List

*Note: Idaho Public Television sends job announcements to a wide variety of recruiting sources, and is actively adding new sources as they become known. However, all classified positions with the State of Idaho are required to be announced and hired through the State of Idaho Division of Human Resources recruiting portal per Idaho code-no matter where the applicant saw the job announcement. In this period, the State of Idaho transitioned from an internal program to Neo-Gov, a recruiting and applicant tracking system that concentrates on public sector employment for classified and non-classified positions.

This explains why the recruitment source number of interviewees referred are only funneled into the State of Idaho Portal (Neo-Gov) no matter where the applicant saw the announcement.

All positions are recruited following the State's merit system rules and requirements. A fuller explanation is reported in the narrative section of this report.

Recruitment Source #	Recruitment Source Information	Number of Interviewees Referred by Recruitment Source Over Reporting Period
1	State of Idaho Division of Human Resources* 700 W State St Boise ID 83720 Chris Eismann Chris.eismann@dhr.idaho.gov 208-854-3065 Michelle.Peugh@dhr.idaho.gov 208-854-3073	55
2	Idaho Department of Labor 'Idaho Works' website 219 W Main St Boise ID 83735 Jeanette Whitmore Jeanette.Whitmore@labor.idaho.gov	0
3	Idaho Public Television 1455 N Orchard St Boise ID 83706 Susannah Arnim 208-373-7340 http://idahoptv.org.about/careers.cfm	0
4	Boise State University Career Center 1910 University Dr Boise ID 83725 208-426-1747 Career@boisestate.edu Tony.Howard@idahoptv.org	0

5	<p>Maximus 1435 N Orchard St Boise ID 83706 208-488-6881 TeresaASackman@maximus.com</p>	0
6	<p>The College of Idaho Albertson College of Idaho Career Services 2112 Cleveland Blvd Caldwell ID 83605 208-459-5011 Job Postings Career Services careerservices@collegeofidaho.edu</p>	0
7	<p>CPB Jobline (website) Corporate for Public Broadcasting 401 Ninth St NW Washington DC 20004 Amy Turman: 202-879-9600 www.cpb.org</p>	0
8	<p>Idaho State University Career Center Pocatello ID 83209 208-282-2380 careers@isu.edu</p>	0
9	<p>College of Western Idaho 5500 E Opportunity Dr Nampa ID 83687 208-562-3000</p>	0
10	<p>Current Magazine/MyPBS.ORG 1612 K Street NW, Suite 704 Washington DC 20006 877-745-8776 Emily Lowery 205-305-9988 clientserv@jobtarget.com</p>	0
11	<p>National Association of Black Journalists (NABJ) Keanna Davis 1-866-964-2765 x2716</p>	0
12	<p>Idaho Nonprofit Center 5440 W Franklin, Suite 202 Boise ID 83705 www.idahononprofits.org/job-board 208-424-2229</p>	0

13	Idaho Public Television Facebook 1455 N Orchard St Boise ID 83706 www.facebook.com/idahoptv.org 208-373-7220	0
14	ICHA Idaho Commission on Hispanic Affairs 304 N 8 th St. Suite 236 Boise ID 83720 Lymaris Blackmon 208-334-3776 Lymaris.ortizperez@icha.idaho.gov	0
15	Public Media Business Association PMBA Sally Burroughs 703-506-2392 sburroughs@pmbaonline.org	0
16	Mitchell Technical Institute www.mitchelltech.edu/employer-resources/career Contact: Jim Grace 605-995-3065 (For engineering jobs)	0
17	Dept. of Labor-Veterans william.reed@labor.idaho.gov (For engineering jobs)	0
18	Francisco Salinas, Director Student Diversity and Inclusion Boise State University MS 1335, Student Union 1910 University Dr Boise ID 83725-1335 franciscosalinas@boisestate.edu sdi.boisestate.edu 208-426-1411 (Francisco) 208-426-1057	0
19	ISBA Idaho State Broadcasters Association Connie Sorrell 208-345-3072 ISBA@Qwestoffice.net	0
20	Treasure Valley NAACP Charles Taylor 208-344-6341	0

21	Lee Hecht Harrison Chip.Browndyke@ihh.com. 1450 S Eagle Flight Way, Suite 125 208-334-6586 Profession level position	0
22	National Association of Broadcasters www.nab.org 202-429-5300 Fax: 202-429-4199	0
23	LDS Employment Resources Service 10740 W Fairview Ave Boise ID 83713 208-375-9171 Email: wel-ec-boise@ldschurch.org	0
24	NETA Maryanne Schuessler maryanne@netaonline.org	0
25	SBE (Engineering jobs) www.sbe.org Scott Jones kjones@sbe.org	0
26	College of Eastern Idaho Lori Killian - Recruitment 1600 25 th E, Idaho Falls ID 83404 Human Resources 208-535-5422 Fax 208-525-7026	0
27	Bates Technical Institute (Engineering) 2320 South 19 th St Tacoma WA 98405 Roland Robinson 253-680-7754 f.robinson@batesctc.edu	0
28	University of Idaho 875 Perimeter Dr Moscow ID 83844 208-885-6111 info@uidaho.edu	0

29	Lewis & Clark State College 208-792-2313 casws@lcsc.edu 500 8 th Ave Lewiston ID 83501	0
30	Boise State Non-Profit Certificate Program rebeccamorgan1@boisestate.edu	0
Total Interviewed: 44		55

Idaho Public Television FCC/EEOC Narrative

The report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location</u>	<u>DMA City, State</u>
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KISU	62430	TV	Pocatello, ID	Idaho Falls, ID
KUID	62382	TV	Moscow, ID	Spokane, WA

The above named stations fall under Idaho Public Television. There are only three stations that are staffed: KAID (Boise, Idaho, the headquarters office of Idaho Public Television with a staff of 55 full time employees and a metropolitan population of 1,716,943. In this census year, we are not estimating growth figure. We anticipate growth after the new census is published; KISU (Pocatello, ID with a staff of 2 full time employees and a population of 57,116, and KUID (Moscow, Idaho, with a staff of 3 and a population of 26,668. The agency-wide human resource management department located in Boise, Idaho, is responsible for implementing EEO policies in the three manned stations that comprise the organization.

For the period of this report, May 22, 2019 – May 21, 2020 there were no pending or resolved discrimination complaints involving the station filed during the station's current license term.

In addition, we have no union agreements, and Idaho Public Television is not a religious broadcaster.

Idaho Public Television Equal Opportunity Employment Statement

Idaho PTV employees are recruited, appointed, assigned and promoted on the basis of individual merit, in accordance with the principles of fair treatment and non-discrimination on the basis of race, color, sex, religion, national origin, age or disability.

No question in any form on the application or in any examination shall be so framed as to elicit information concerning political or religious opinions or affiliations of any applicant, nor shall inquiry be made concerning such opinions or affiliation, and all disclosures thereof shall be disregarded.

State Board of Education Nondiscrimination Policy

Idaho Public Television is an agency under the State Board of Education and is compliant with this non-discrimination policy.

No one may be denied employment, denied renewal of a contract of employment, or dismissed from employment at any agency, institution, school or office under the governance of the Board because of race, color, national origin, religion, sex, age, disability, or veteran's status except

that an employee may be terminated for age pursuant to the retirement policy of the Board in Governing Policies and Procedures, Section II, subsection K.

Idaho Public Television Diversity and Inclusion Statement

It is the policy of Idaho Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

At Idaho Public Television we value the contributions of each unique individual regardless of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, veteran status, religious or political beliefs or other ideologies. This policy not only applies to our employment practices but is manifested in our culture where we view diversity as a strength to be developed and encouraged.

We choose to take positive actions to promote and encourage diversity and the personal development of each full-time and part-time employee of our organization, and include individuals representing diverse groups in internships to provide meaningful professional level experience to represent the diversity of the communities we serve, and to further public broadcasting's commitment to education.

Idaho Public Television is committed to providing equal employment opportunities for all persons by complying and adhering to the non-discrimination policies and practices of the State of Idaho, the State Board of Education to whom our agency reports, and the Corporation for Public Broadcasting EEO requirements for grantees. As an entity of the State of Idaho, our selection process falls under merit selection principles. State agencies follow policies that assure that all employment related practices and decisions are made without discrimination, harassment, or prejudicial treatment because of race/ethnicity, color, religion, national origin, sex, sexual orientation, age, disability or protected veterans' status. Executive positions are not required to go through this process, but there is an expectation that state agency hiring for executives will reflect a similar commitment and process.

Idaho Public Television supports the training of staff and managers in diversity awareness and non-discrimination. These trainings are offered in-house as well as through the Idaho Division of Human Resources and at educational conferences, seminars, and workshops our managers and staff attend.

Idaho Public Television's internship program for college and university students continues to grow. Interns are trained in various areas of broadcasting as a way to enhance future careers in the industry. Members of the human resource department and Idaho Public Television staff, directors, and managers participate in many other activities, as evidenced in the chart in the recruitment initiatives section below.

Documentation of Recruitment Initiatives:

The narrative above described the scale of outreach initiatives conducted covering this annual report. Since the combined population statistics for the three station locations of this state-wide broadcaster employment unit exceed 250,000, Idaho Public Television must provide four initiatives in the two year licensing period. The separate report for May 22, 2019 – May 21, 2020 listed multiple outreach activities in five different FCC Menu categories. The additional activities recorded in this year's report add to those activities and exceed the requirement for four outreach initiatives.

Outreach Initiatives for the year May 22, 2019 - May 21, 2020 are recorded in this report.

RECRUITMENT INITIATIVES

FCC Menu Category	Brief Description of Activity, Including Date(s) and Station Staff Involved
5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.	(1) Production Department Intern December 2019 – March 2020: Intern from University of Idaho School of Journalism & Mass Media. Worked about 10-20 hours per week. Interned with the locally produced public affairs program, <i>Idaho Reports</i> , covering the Idaho Legislative Session. At the conclusion of the internship, he became a part-time associate producer working on the coronavirus team, which has been providing daily updates and managing aspects of the expanded Idaho Reports season. (2) Developed an internal apprenticeship due to recruiting challenges attracting qualified Broadcast Maintenance/Operations Engineers. HR and the engineering director and manager worked with the Idaho Division of Human Resources to create a new position: Broadcast Maintenance/Operations Technician. The development took over a year, and we will hire our first apprentice in the next month. Upon successful completion of the 1-2 year training program, the graduate will be promoted to PTV Broadcast Maintenance/Operations Engineer.
7 Participation in Scholarship Programs designed to assist students interested in pursuing a career in broadcasting.	Advertise J.A. Schlaefle Memorial Scholarship This is a yearly scholarship established in memory of Jack Schlaefle, the first general manager of Idaho Public Television, for post-secondary level students majoring in the broad area relating to broadcasting. Selection of the scholarship winner is conducted each year by Jack Schlaefle's widow and the management of Idaho Public Television. McKenzie Morgan was the recipient of this year's scholarship.
8/9 Establishment of training programs	Added SMART goals to performance evaluation requirements. Each full time employee had to commit to one goal that would improve current job performance and one that would be developmental or

<p>designed to enable station personnel to acquire skills that could qualify them for higher level positions.</p>	<p>promotional. Employees picked the following:</p> <ul style="list-style-type: none"> Be mentored by co-worker: 4 Mentor a co-worker: 2 Be trained in a specific software or editing program: 4 Attend MOOC class on Ed-X: 1 Develop a training manual with process/procedures: 1 Journalism classes: Podcasting 1 Produce content outline for new local program: 2 Took college classes: 4 Public speaking skills: 1 Attend PBS meeting: 6 State Class: Training on new recruiting/applicant tracking system: 1 Community Outreach: 4 Work with other state agencies: 2 Completed CSPI training at PBS: 2 OJT training on studio engineering: 1 Training to move up career ladder: 2 Director accepted into 2 year Certified Public Manager program: 1 Cyber security training: 85
<p>14 Provision of training to management level personnel as to methods of ensuring equal opportunity and preventing discrimination.</p>	<p>On-going each year</p> <p>(1) The merit system used by the State of Idaho ensures that all applicants for state positions are evaluated in a fair manner. HR Specialist develop job based behavioral questions tied to position requirements, and contacts and trains panel members.</p> <p>(2) The HR Specialist is a local and national member of the Society for Human Resource Management (SHRM) and a national member of the International Public Management Association for Human Resources, which provide webinars on pertinent topics to improve HR practice. The HR Specialist is a certified HR professional who must recertify her professional credentials every three years. In addition, she attends quarterly training from the Idaho Division of Human Resources. Each session provides HR practical training, and includes presentations on HR law.</p> <p>(3) All employees completed required annual Sexual Harassment Prevention training sponsored by PBS through a training provider (Navex).</p> <p>(4) HR Specialist attended Parsons Behle & Latimore's Idaho Employment Law Seminar in October 2019. All these sessions are integrated into policy and practices within Idaho Public Television.</p>

	<p>(5) HR Specialist was a co-presenter in the NETA WaterCooler Series Sponsored by NETA on June 19, 2019. The topic was how to improve recruitment and selection efforts.</p>
<p>16 Participation in other activities designed by the station reasonably calculated to further the goal of disseminating as to employment opportunities in broadcasting to job candidates that might otherwise be unaware of such opportunities.</p>	<p>On-going each year</p> <p>(1) University of Idaho School of Journalism and Mass Media (JAMM) Activities include: JAMM enjoys a close professional association with University of Idaho graduates and supporters through their advisory board. Advisory board members contribute their knowledge, vision and experience to enable JAMM to meet and exceed their goals and to help chart a successful course for the future.</p> <p>Part-time employment and internship opportunities for college students at Idaho Public Television range from television and web production to education and outreach activities.</p> <p>JAMM utilizes Idaho Public Television's facilities and staff throughout the year to teach their students and classes the principles of media production and technical aspects.</p> <p>(2) Leadership Boise Academy. Formed in 1984 by the Boise Metro Chamber of Commerce to educate a diverse group of area high school students, provides an opportunity for students to gain a better understanding of the current issues, resources and opportunities available in the Boise area community. During their time at Idaho Public Television, they had an opportunity for hands on simulations and also heard about opportunities for employment. Leadership Boise. Boise Metro Chamber of Commerce also has a similar education program for career professionals. This year Idaho Public Television created a digital version which covered the content usually provided in the on-site version due to coronavirus restrictions.</p> <p>In April of 2020, the program was presented as a digital program, rather than in-person. Ron Pisaneschi, General Manager; Marcia Franklin, Writer/Reporter/Producer; and Aaron Kunz, Production Manager created the program.</p> <p>Participation in the activities sponsored by the following community groups active in broadcast employment issues:</p> <p>(3) Idaho State Broadcasters Association (ISBA) Activities include: Maintains website for employment activities: http://www.idahobroadcasters.org/employment.aspx Each year ISBA funds at least two \$1,000 general scholarships and the Wayne C. Cornils Memorial Scholarship for less advantaged</p>

	<p>students. Applications are encouraged from students attending Idaho schools and preparing for a career in broadcasting. Such careers could include: business administration, sales, journalism, and engineering. http://www.idahobroadcasters.org/scholarships.aspx</p> <p>(4) Society of Broadcast Engineers (SBE) Activities include involvement with SBE in which all interested parties are invited and encouraged to attend educational seminars.</p> <p>(5) Idaho Press Club Idaho Public Television's production staff has been actively involved on the board of directors of the Idaho Press Club, including serving as regional and state chapter officers, hosting IPC meetings at the station, providing speakers for IPC "Headliner" luncheons, and leading teams that select IPC scholarship winners for college students and mid-career professionals.</p> <p>(6) National Academy of Television Arts and Sciences Northwest Chapter. Idaho Public Television production staff have/have been actively involved on the Governor's board of the NATAS-NW chapter, including Nicole Sanchez (a part-time IdahoPTV employee serving as President of the chapter, and Joan Cartan-Hansen, Producer/Writer/Host sits on the national governing board, presenting Northwest interests and is Chair of the Presidents' Council made up of all 19 chapter president. This board oversees the selection of the Emmy awards, distribution of college scholarships and mentoring efforts.</p>
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Idaho Public Television's Process to Analyze Its EEO Recruitment Program

Idaho Public Television's efforts to analyze its EEO recruitment program to ensure that it is effective in addressing any deficiencies include:

- Adding to our recruiting sources in an effort to provide the broadest outreach to possible candidate pools.
- Benchmarking our staff composition against statistics available on Idaho demographics.
- Building a diversified talent pipeline through our college internships and job fair opportunities.
- Working with local veteran's employment agencies, and Maximus an agency that works to help long-term employment.
- Participating in the Mountain Home Air Force Base Career Fair for service members and military spouses who are exiting military service and entering the civilian job market. Fair held on base on September 18, 2019.
- Hiring lists for each position are generated outside of the agency using the State's merit system process and review of all candidate submissions by an outside subject matter expert using a template provided by the Division of Human Resources for each position. Our interview processes are based in using a set of job-related, behavioral interview

questions that are posed to all qualified candidates. In addition, all interviews are group interviews consisting of a panel of managers and staff. A representative from Human Resources is present in each interview to ensure that a compliant interview is conducted.

Name of Respondent: Susannah Arnim, Human Resource Specialist

Signed By:



Ron Pisaneschi
General Manager
Idaho Public Television
ron.pisaneschi@idahoptv.org
Telephone 208-373-7220
Fax 208-373-7245



STATE OF IDAHO
invites applications for the position of:

Administrative Assistant 1

SALARY: \$15.50 - \$16.50 Hourly

DEPARTMENT: Idaho Public Television

OPENING DATE: 10/25/19

CLOSING DATE: 11/11/19 11:59 PM

DESCRIPTION: 03428

Idaho Public Television, Boise, ID has an immediate opening for a well-organized, detail-oriented and creative Administrative Assistant I within the Fundraising and Donor Relations Department. This position supports the efforts of two Business Development managers in all aspects of securing more than \$1.1M annually in sponsorship funding to support the mission and programming of IdahoPTV. Employee must be an organized and motivated individual able to work with minimal supervision. Strong attention to detail with high level of accuracy required. Duties of this position play a key role in the fiscal viability of the operations of the organization. Excellent verbal and written communication skills as well as solid customer service skills for both internal and external customers are necessary to cultivate and build relationships with underwriters.

EXAMPLE OF DUTIES:

General Office Duties Include: answering phones; customer correspondence; filing; managing department supplies; coordinating calendars and scheduling meetings; data entry; preparing presentation materials.

Specific Duties and Responsibilities Include:

Data Entry and Contract Coordination

- Assist Business Development director and manager with proposals, contract insertion, make goods, pre-emption reports and special projects
- Assist in implementing, monitoring and troubleshooting broadcast schedules
- Coordinate monthly sponsorship affidavits and invoices with accuracy, helping identify and correct any billing errors or issues
- Manage Salesforce entries to ensure client data files, campaigns, reports and contracts are up-to-date
- Attend training and planning meetings and webinars

Preparing Presentations and Reports

- Creatively use graphics to create PowerPoint presentations
- Use data research, creating business underwriting presentations and campaign recaps
- Prepare contract renewal reports and weekly summaries (contracts outstanding/contracts received)
- Prepare weekly, monthly, and quarterly underwriting reports required by regulatory entities and station management
- Accurately prepare TV underwriting, production, and grant contracts
- Prepare various reports for General Manager and Director of Strategic Fundraising, as needed

- Assist with researching business and programming opportunities, and presentation development to support business underwriting

Client Communications and Support

- Accurately prepare TV underwriting, production, and grant contracts
- Coordinate spot production, script approval and scheduling between clients and station production, traffic and accounting departments
- Assist with planning details and coordination of annual Sponsorship Preview Luncheon and presentation
- Work as an active and involved member of the Business Development team performing tasks needed to support the retention and growth of sponsorship accounts and prospects. This includes but is not limited to customer calls, taking corrections and information from business underwriters and setting appointments as needed
- Other duties as assigned by Business Development Director, Business Development Manager or Director of Fundraising and Donor Relations.

MINIMUM QUALIFICATIONS:

Minimum Qualifications

Good knowledge of: office support functions including word processing, filing, composing a variety of business documents, reception, gathering and compiling data, and balancing and coordinating workload for multiple projects.

Experience using Microsoft Excel

SUPPLEMENTAL INFORMATION:

Desired Qualifications:

- Very proficient in MS Office Products including Word, PowerPoint
- Ability to learn new software programs such as order entry and customer relations management software
- Understanding of database systems and accurate data entry
- Strong attention to detail with high level of accuracy
- Experience researching, organizing, writing and creating presentations
- Highly organized and deadline oriented
- Self-motivated individual able to multitask with minimal supervision
- Excellent verbal and written communication skills
- Solid customer service skills for both internal and external customers
- Ability to remain composed in a fast-paced environment
- Comfortable working with diverse personalities, constituencies and ideas
- Excellent interpersonal skills to effectively work in a team environment

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #03428
 ADMINISTRATIVE ASSISTANT 1
 SA

304 North 8th Street
 Boise, ID 83720

idhr@dhr.idaho.gov

Administrative Assistant 1 Supplemental Questionnaire

- * 1. Office Support Operations: I have at least one year of work experience performing a wide variety of secretarial support functions; OR I have formal training consisting of successful completion of an 18-

24 month office administration course of study beyond high school. This coursework should have resulted in an Associate degree or equivalent to be qualifying. Work experience should consist of performing a wide variety of secretarial support functions as the predominant responsibility of the job. When responding to work experience statements, the intent is that this be full-time work (at least 35 hours per week). Two years of experience working 20 hours per week equates to one year of work experience.

- ☐ Yes
☐ No

- * 2. Customer Service and Public Relations: I have at least 6 months of work experience with responsibility for answering business phones, greeting visitors, and screening callers for further access to staff. When responding to work experience statements, the intent is that this be full-time work (at least 35 hours per week). Two years of experience working 20 hours per week equates to one year of work experience.

- ☐ Yes
☐ No

- * 3. Research and Problem Solving: I have at least one year of work experience gathering information from a variety of sources to collect and compile requested information and required that I have a good knowledge of services, operations, or programs. When responding to work experience statements, the intent is that this be full-time work (at least 35 hours per week). Two years of experience working 20 hours per week equates to one year of work experience.

- ☐ Yes
☐ No

- * 4. Balancing a Workload and Coordinating Multiple Priorities: I have at least 1 year of office work experience which required that I balance, coordinate, and set priorities for multiple projects with varying deadlines, or for multiple supervisors. When responding to work experience statements, the intent is that this be full-time work (at least 35 hours per week). Two years of experience working 20 hours per week equates to one year of work experience.

- ☐ Yes
☐ No

- * 5. Personal Computer and Software Expertise: I have at least 1 year of office experience using word processing software to format a variety of business documents; OR I have recent word processing training coupled with at least 6 months' experience performing word processing in a business office setting. When responding to work experience statements, the intent is that this be full-time work (at least 35 hours per week). Two years of experience working 20 hours per week equates to one year of work experience.

- ☐ Yes
☐ No

- * 6. Effective English, Spelling, Punctuation and Grammar to Compose and Edit Business Documents: I have at least 1 year of office experience which required composing and editing a variety of business documents on a regular basis; OR I have successfully completed at least 1 college-level English composition or business English class AND have 6 months of experience composing business documents. When responding to work experience statements, the intent is that this be full-time work (at least 35 hours per week). Two years of experience working 20 hours per week equates to one year of work experience.

- ☐ Yes
☐ No

- * 7. AA1 - MQ27 Specialty Area: Microsoft Excel (complex data analysis). I have at least one year of experience using spreadsheet software such as Microsoft Excel to create and modify electronic worksheets and design and print graphs. Includes complex data analysis using tools such as Pivot tables.

- ☐ Yes
☐ No

- * 8. Extra Credit: I have at least 1 years' experience using Salesforce or a similar customer relations management system.

- ☐ Yes
- ☐ No

* 9. Extra Credit: I have at least one years' experience using Power Point or Prezi or a similar presentation development software.

- ☐ Yes
- ☐ No

* Required Question



STATE OF IDAHO
invites applications for the position of:

Community Education Specialist

SALARY: \$21.00 - \$21.00 Hourly

DEPARTMENT: Idaho Public Television

OPENING DATE: 02/27/19

CLOSING DATE: 03/22/19 11:59 PM

DESCRIPTION:



Community Education Specialist: Non-Classified Limited Service Position

This position is full-time and includes benefits.

This position may be located in Boise, Moscow or Pocatello, Idaho.

.Idaho Public Television is seeking a dynamic, collaborative life-long learner who is experienced in early education and school readiness. This is a two-year, grant-funded position.

EXAMPLE OF DUTIES:

Primary Role & Responsibilities

The Community Education Specialist will:

- Share IdahoPTV and PBS KIDS content and resources with parents, educators, and early learning community organizations through educational events, workshops, and trainings, with an emphasis on early learners.
- Organize, plan, and facilitate family learning activities, afterschool programs, camps, workshops, and educator trainings that promote IdahoPTV education efforts, PBS KIDS resources, and the utilization of educational media to improve student achievement and facilitate learning through a variety of media-rich, interactive learning experiences for learners and families.
- Cultivate and maintain partnerships with early learning educators, libraries, afterschool programs, community partners, school districts, and other educational organizations to facilitate learning through a variety of media-rich, interactive learning experiences.
- Collaborate on grant proposal preparation, execution, and rigorous reporting requirements, including managing and adhering to project budgets.
- Take a participatory and inclusive design approach to projects: using and establishing new ways of inviting audience and partner input, testing, and feedback.
- In collaboration with the Education Specialist and communications team, integrate social media event-related messaging, including Twitter and Facebook, into outreach events.
- Work quickly, creatively, professionally, and calmly in high energy, deadline-based environment. Handle multiple tasks and priorities.
- Collaborate with IdahoPTV education and outreach staff, production staff, and communication colleagues to develop and feature a consistent voice and experience for our users across products and content areas.
- Ensure that work products and organizational interactions engage diverse perspectives.
- Assist with other IdahoPTV educational initiatives as needed.
- Other duties as assigned.

Essential Job Functions:

- Assist with other IdahoPTV educational Initiatives as needed.
- Other duties as assigned.

Essential Job Functions:

- Listening, speaking, writing, and collaboration skills to work effectively with colleagues across departments and partner organizations.
- Ability to advocate for new ideas and push initiatives through to completion.
- Ability to plan, coordinate, create, and provide oversight of multiple, simultaneous projects.
- Ability to sit or stand for extended periods of time, including extended workdays or work weeks when on deadline or managing events.
- Calm and resourceful responses when challenges occur, or when schedule is unexpectedly disrupted or under tight deadlines.
- Ability to work some evenings, weekends, and occasional overnight travel.

MINIMUM QUALIFICATIONS:

Minimum Qualifications/Requirements:

- Bachelor's degree or equivalent combination of education and experience serving children, families, and/or educators.
- Ability to work with diverse constituencies, partner organizations, and stakeholders.
- Experience in training others, presenting to a group, and effective public speaking.
- Excellent research, writing, communication, and organizational skills.
- Demonstrated ability to be self-directed and work independently, as well as work collaboratively and cooperatively in teams.
- Commitment to educational equity, ensuring projects support inclusive access and implementation.
- A desire to learn, a proactive attitude, and an ability to adapt quickly to change.
- Ability to communicate with tact, diplomacy, and professionalism while representing IdahoPTV to families, educators, partners, and the general public.
- Computer literacy and proficiency in Microsoft Office programs, Apple technology (iPads, etc.), and current educational technology practices.
- Ability to travel around Idaho to create, steward, and collaborate with IdahoPTV education partners, educators and school districts as projects warrant.
- A demonstrated passion for education.
- Valid driver's license.

Preferred Qualifications:

- Classroom experience as a teacher or aide.
- Teaching certificate.
- Experience utilizing technology in the classroom to enhance learning.

SUPPLEMENTAL INFORMATION:

How to Apply:

Please send the following documents to: Tony.Howard@idahoptv.org

- An up-to-date resume detailing your qualifications for this position.
- A cover letter expressing your reasons for applying for the position.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #00896
 COMMUNITY EDUCATION SPECIALIST
 CE

304 North 8th Street
 Boise, ID 83720



STATE OF IDAHO
invites applications for the position of:

Digital/Video Input Clerk

SALARY: \$9.00 - \$9.00 Hourly
DEPARTMENT: Idaho Public Television
OPENING DATE: 02/13/19
CLOSING DATE: 02/28/19 11:59 PM
DESCRIPTION: 00767

☒ Default

Part-Time Video Archiving Position at Idaho Public Television

We are looking for a detail-oriented, accurate keyboarder with an interest in helping digitize and catalog historic Idaho Public Television programs and video from our tape library into our new Digital Video Asset Management System.

General Information:

- IdahoPTV will provide training on specific hardware and software needed for this position
- Salary is \$ 9.00/hour
- Part-time, non-benefitted position averaging 19.5 hours per week
- Flexible day schedule once training is completed (no working weekends nights, or state holidays)
- Bi-weekly pay schedule via direct deposit

EXAMPLE OF DUTIES:

Duties Include:

- May interact with staff as they digitize video footage from an extensive tape library and put it on a server to be copied and added to new archive system.
- Monitor video and photo files to ensure they meet visual quality standards.
- Use existing information from previous excel based database and accurately add it to our new central database system. Making sure it's accurate. If it's not, make corrections with help from production staff.
- Use proprietary software to move video files to a digital archive system with metadata information that's reviewed and corrected for spelling errors, grammatical issues, and any other errors that could make it difficult to find in the future.

MINIMUM QUALIFICATIONS:

Skill Sets:

- Previous experience working in databases preferred (ability to enter, manipulate, and import/export data)
- Attention to Detail.
- Accurate keyboarding skills
- Ability to follow multi-step instructions
- Responsible, reliable and detail-oriented

- Dependable attendance
- Ability to learn and retain new knowledge
- Ability to work flexibly and independently after training
- Good understanding of basic Windows operating systems is a must including working with multiple hard drives and copying and pasting many items and large amounts of data

SUPPLEMENTAL INFORMATION:

To Apply:

To apply, please submit your resume by mail, email or fax to:

Idaho Public Television
1455 N. Orchard St.
Boise, ID 83706

Email: jobs@idahoptv.org

Fax: (208) 373-7245

If you have questions, please contact Tony Howard at (208) 373-7348.

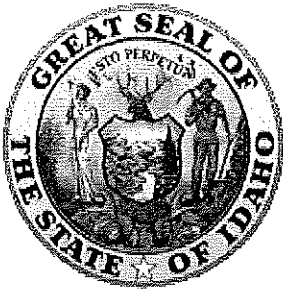
For more information on Idaho Public Television, please visit our website at idahoptv.org.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #00767
DIGITAL/VIDEO INPUT CLERK
CE

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov



STATE OF IDAHO
invites applications for the position of:

Director of Finance

SALARY: \$74,140.00 - \$82,300.00 Annually

DEPARTMENT: Idaho Public Television

OPENING DATE: 03/05/19

CLOSING DATE: 03/31/19 11:59 PM

DESCRIPTION: 00958

☒ Default

Idaho Public Television invites applications for a Director of Finance

Salary Range: \$74,140 - \$ 82,300 commensurate with experience plus competitive benefits.

Special Notification: This is a full-time leadership position, serving at the pleasure of the General Manager. This position is exempt from classified service and the Rules of the Division of Human Resources, and is subject to Idaho State Board of Education policies.

EXAMPLE OF DUTIES:

Distinguishing Characteristics:

Provides executive-level, strategic financial management for Idaho Public Television Management including:

- Develops, recommends, and implements financial policy and procedures of the Boise, Moscow, and Pocatello offices to ensure agency-wide integration and compliance with state and agency financial and business matters.
- Oversees multiple accounts of short-term investments related to future cash flows and revenue generation from cash reserves, including the Friends of Idaho Public Television, Inc.
- Oversees private and federal grant administration and financial reporting
- Attends Friends of Idaho Public Television, Inc. board meetings providing financial reports, information, and recommendations as requested.
- Provides management, consultation, and decision-making into the agency's short-and long-term processes not only related to financial matters, but to the application of information technology, capital improvement projects, policy-making authority, internal controls, facilities and the evaluation of programs to further the agency's mission.
- Member of Agency Leadership Team.

MINIMUM QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's degree in accounting or a Bachelor's degree in business with at least 20 semester credit hours in accounting.
- Public Sector accounting and finance experience.

Preferred Qualifications:

- Master's Degree, Certified Government Financial Manager® or Certified Professional Accountant.

- Non-Profit financial and/or Public Broadcasting financial experience a plus.

Experience & Knowledge:

- Current and comprehensive knowledge of state and federal laws, rules and regulations, including: GASB/GAAP, IRS rules for non-profit.
- Leading a fiscal team for all related processes, including G/L, revenue and expense, asset management, risk management, grants, and purchasing.
- Preparing annual financial reports that are subject to full audits.
- Knowledge of state accounting systems (such as STARS) and fund accounting systems (such as Navigator).
- Ability to work in a team environment by providing internal and external customer service.
- Demonstrates the ability to complete work in a timely manner, keep commitments, be accountable and stay balanced under pressure.
- Demonstrates strong oral and written communication skills.
- Sets and follows priorities, uses time effectively, achieves work goals.

SUPPLEMENTAL INFORMATION:**How to Apply:**

Please send the following documents to Tony.Howard@idahoptv.org :

- An up-to-date resume
- A cover letter expressing your reasons for applying for the position.
- Supplemental sheet describing your experience for each of the bullet pointed items listed under the following headings:

Minimum Qualifications**Preferred Qualifications****Experience and Knowledge**

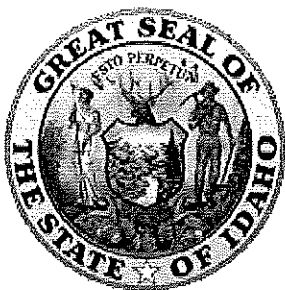
If for any item, you do not have specific qualifications or experience, please state **None**.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #00958
DIRECTOR OF FINANCE
CE

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov



1/1/20

STATE OF IDAHO
invites applications for the position of:

IT Operations and Support Analyst I

SALARY: \$18.86 - \$23.50 Hourly
\$39,228.80 - \$48,880.00 Annually

DEPARTMENT: Idaho Public Television

OPENING DATE: 01/21/20

CLOSING DATE: 02/04/20 11:59 PM

DESCRIPTION: 04228

To provide consultation and technical support to management and staff in resolving problems with computer systems, services, and equipment; perform related work.

EXAMPLE OF DUTIES:

Monitors problem/change activities; coordinates interactions between technical staff and end-users to respond to requests; provides training to users on hardware and software applications. Troubleshoots and maintains data servers, user devices, and communication tools; performs testing activities. May work as part of a team or independently with supervision.

Installs and maintains hardware and software products; configures user and network equipment according to department standards; installs, configures, and tests application software packages; assists in defining system standards and procedures; installs network infrastructure equipment hardware; identifies, evaluates, and corrects hardware, software, or operations problems; monitors and troubleshoots network system performance and networking problems; makes recommendations for future hardware and software additions or enhancements.

MINIMUM QUALIFICATIONS:

Good knowledge of computer trends, software, capabilities, and terminology; computer hardware and software installation, and troubleshooting.

Experience installing, upgrading, and maintaining one or more computer networks including computers, server hardware and software; working with network protocols such as IP address schemas, DNS, DHCP, and directory services; evaluating and resolving computer, system, and user problems including application operations, hardware malfunctions, and telecommunications problems; independently evaluating and defining customer/system needs and recommending and implementing new IT solutions; recommending the installation and use of applications and system software.

SUPPLEMENTAL INFORMATION:

This job family delivers, manages, and monitors information services and operations. It analyzes problems or malfunctions to ensure timely resolution. Positions in this family also participate in the coordination of corrective actions as appropriate, document problems and their resolution, and ensure the operational integrity of all changes to the operating environment.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #04228
IT OPERATIONS AND SUPPORT ANALYST I
SA

304 North 8th Street
Boise, ID 83720

IT Operations and Support Analyst I Supplemental Questionnaire

- * 1. 01709 MQ 1 Describe how you have gained good knowledge of computer trends, software, capabilities and terminology. Typically met by valid IT certification OR an applicable two-year degree OR at least two years of work experience where advising others in this area was a predominant duty of the job.

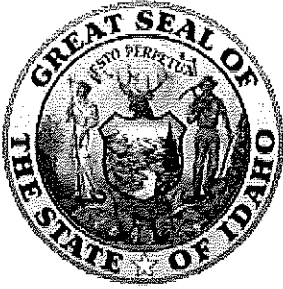
 - * 2. 01709-MQ 2 Describe how you have gained good knowledge of computer hardware and software installation, and troubleshooting. Typically met by valid IT certification OR an applicable two-year degree OR at least one year of work experience where installing and trouble shooting computer hardware and software was a predominant duty of the job.

 - * 3. 101709-MQ 3. Describe your experience installing, upgrading, and maintaining one or more computer networks including computers,server hardware and software. Help: Typically met by at least one year of work experience installing, upgrading, and maintaining one or more computer networks including computers, server hardware and software.

 - * 4. 01709-MQ4. Describe your experience with network protocols such as IP address schemas, DNS, DHCP, and directory services. Typically met by at least one year of work experience with network protocols such as IP schemas, DNS, DHCP, and directory services.

 - * 5. 01709-MQ 5. Describe your experience resolving computer, system, and user problems including appclation operations, hardware malfunctions, hardware malfunctions, and telecommunication s problems. Typically met by at least one year of work experience evaluating and resolving computer, system, and user problems incouding application operations, hardware hardware malfunctions, and telecommunications problems.

 - * 6. 01709-MQ-6. Describe your experience independently evaluating customer/system needs and recommending and implementing new IT solutions, applications, and system software. Typically met by at least one year of work experience evaluating and defining customer/system needs and recommending and implementing new IT solutions, applications, and system software.
-
- * Required Question



STATE OF IDAHO
invites applications for the position of:

Part Time Management Assistant/Grant Writer

SALARY: \$16.35 - \$19.06 Hourly

DEPARTMENT: Idaho Public Television

OPENING DATE: 02/22/19

CLOSING DATE: 03/11/19 11:59 PM

DESCRIPTION: 00732

Idaho Public Television is seeking a Part-Time, Classified, Non Benefited Management Assistant to write and manage our grants application process.

This position is approximately 19.5 hours per week and does not include benefits

EXAMPLE OF DUTIES:

Primary Responsibilities:

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials
- Develops and maintains a proposal calendar
- Coordinate and follow-ups on the progress of submitted proposals
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate, and solicit new grants
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Experience:

- Interpreting and applying regulations or policies and procedures;
- Planning, organizing, implementing, and evaluating special projects;
- Independently researching, compiling, developing and summarizing material for reports on a frequent or recurring basis;
- Analyzing information, identifying problems, defining alternatives and developing recommendations for management/administrators
- Writing grants for capital projects and programs

SUPPLEMENTAL INFORMATION:

Ideal Candidates will have:

- 2-3 years of experience with grant writing and grant management in a non-profit or academic environment
- Experience in researching grants and foundations
- Record of successful grant prospecting, writing, and reporting
- Excellent written and analytical skills
- Familiarity with basic contracts and agreements

- Understanding of budgets and financial statements
- Ability to communicate, coordinate and collaborate with other staff and meet deadlines and work under pressure
- Working knowledge of Microsoft Office programs
- Preference given for experience using Salesforce, GuideStar, Foundation Search, and/or Grants.gov
- Technical writing, report writing or expository writing

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #00732
 PART TIME MANAGEMENT ASSISTANT/GRANT WRITER
 JW

304 North 8th Street
 Boise, ID 83720

ldhr@dhr.idaho.gov

Part Time Management Assistant/Grant Writer Supplemental Questionnaire

- * 1. Do you have at least one year of work experience interpreting and applying regulations or policies and procedures?
- ☐ Yes
☐ No
- * 2. Experience planning, organizing, implementing, and evaluating special projects. Choose the ONE statement that BEST describes your knowledge and/or experience.
- ☐ I do not have work or volunteer experience in planning, organizing, implementing, and evaluating special projects OR I have experience with only one special project as described in B. below.
- ☐ I have had work or volunteer experience with responsibility for planning, organizing, implementing and evaluating at least TWO special projects that involved extensive planning and action.
- ☐ I have had a leadership role in several special projects that had high visibility or high impact on the organization which included working and coordinating with other agencies, companies or community organizations. This would include delegation and gaining cooperation from other individuals over whom you had no direct authority.
- ☐ In addition to C. above, I have had extensive experience with ongoing programs that required managing the project budget, anticipating and resolving problems, making decisions and developing contingency plans and evaluating program effectiveness. (Make sure this experience is reflected in your resume.)
- * 3. Experience independently researching, compiling, developing and summarizing material for reports on a frequent or recurring basis. Choose the ONE statement that BEST describes your knowledge and/or experience.
- ☐ I have less than one year of experience independently researching, compiling, developing and summarizing material for reports on a frequent or recurring basis.
- ☐ I have one year of work, college, or volunteer experience that required independently researching, compiling, developing and summarizing materials for reports.
- ☐ I have one year of experience in a work setting, researching, compiling and analyzing the data, drawing conclusions and developing reports based on information gathered from a variety of different sources. The reports were prepared for management use.
- ☐ The reports referred to in C. above would have a high degree of impact on a corporation, government or public entity, and often contain materials that are sensitive in nature.
- * 4. Experience analyzing information, identifying problems, defining alternatives and developing recommendations for management. Choose the ONE statement that BEST describes your knowledge and/or experience.

☐ I have less than one year of work experience where I was required to analyze information, identify problems, define alternatives and develop recommendations for managers.

☐ I have one year of work experience where I was required to analyze information, identify problems, define alternatives and develop recommendations for managers. Management problems could have dealt with issues such as resolving staffing, overtime, budget, and/or contract problems, etc., where I determined the problem, researched files, reviewed reports, and analyzed different options.

☐ Same as B. above, plus I have demonstrated knowledge of organizational culture and the impact of the recommendations made and I have influenced others in obtaining the desired outcome.

☐ I have dealt with controversial, high-profile, confidential or sensitive issues that could impact the image of the organization. I have made formal presentations on my recommendations. (Make sure this experience is reflected in your resume.)

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Broadcast Maintenance/Operations Engineer

SALARY: \$16.35 - \$23.50 Hourly

DEPARTMENT: Idaho Public Television

OPENING DATE: 03/12/19

CLOSING DATE: 05/28/19 12:00 AM

DESCRIPTION: *WS 00134*

Idaho Public Television is looking for a Broadcast Maintenance/Operations Engineer to join their team in Boise!

EXAMPLE OF DUTIES:

1. Broadcast studio and transmitter equipment. Typical responsibilities: installs, diagnoses, troubleshoots, repairs, and services professional state-of-the-art TV studio and transmitter equipment, satellite receivers and microwave transmitters and receivers; installs and maintains hardware and software products related to automation, encoding and transmission; configures PCs and network equipment according to IT department standards; uses various professional broadcast test equipment to monitor and evaluate equipment performance quality, compliance with FCC rules and regulations and PBS standards; documents all maintenance and testing performed. Occasionally this position involves traveling to remote transmitter sites to assist in repairs and inspect transmitter and related high voltage equipment. 2. Equipment operations. Typical responsibilities: operates broadcast transmission equipment; operates and monitors transmission system automation, performs on-air control operations; monitors video/audio levels and digital transport streams to ensure compliance with station technical standards and FCC regulations; maintains program and operations logs to FCC requirements. 3. Remotes and productions. Typical responsibilities: installs equipment and sets up microwave link from studio to remote sites; sets up and makes equipment adjustments to ensure quality remote productions.

MINIMUM QUALIFICATIONS:

Forty-five (45) semester units of college level courses in electronics OR 700 hours of formal training in electronics AND at least two years full time paid technical engineering work experience in television studio, transmitter, post production and master control operation which included maintenance for all equipment typically found in a television broadcasting and/or video production environment.

Some knowledge of networking.

Experience configuring network equipment, routers and switches

Valid driver's license.

SUPPLEMENTAL INFORMATION:

The ideal candidate will have:

- A Bachelor's of Science degree in electronics or related field and three to five years of the above stated experience.
- SBE Broadcast TV Engineer Certification. An FCC General Class License will be accepted in lieu of the SBE Certification.

- Comprehensive understanding of integrated IT systems and IP networking principles. Experience identifying, troubleshooting and resolving software, hardware and network issues. Knowledge of multiple operating systems including Windows 7 and 10, Windows 2012 and 2016 Server, and Linux variants
- IT Certifications
- RF experience

This position may be required to carry up to 50 lbs. and climb 30 to 100 ft. towers.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #00784
PTV BROADCAST MAINTENANCE/OPERATIONS ENGINEER
HL

304 North 8th Street
Boise, ID 83720

ldhr@dhr.idaho.gov

PTV Broadcast Maintenance/Operations Engineer Supplemental Questionnaire

- * 1. Do you have forty-five (45) semester units of college level courses in electronics OR 700 hours of formal training in electronics AND at least two years full time paid technical engineering work experience in television studio, transmitter, post production and master control operation?
☐ Yes
☐ No
- * 2. Have you completed basic courses in networking?
☐ Yes
☐ No
- * 3. Do you have at least one year of experience configuring network equipment, routers, and switches?
☐ Yes
☐ No
- * 4. Do you currently have, or have the ability to obtain, a valid Idaho drivers license?
☐ Yes
☐ No
- * 5. I am willing and able to lift and carry equipment weighing up to 50 pounds, with or without reasonable accommodations.
☐ Yes
☐ No
- * Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Director Videographer

SALARY: \$16.35 - \$21.50 Hourly

DEPARTMENT: Idaho Public Television

OPENING DATE: 03/11/19

CLOSING DATE: 03/18/19 11:59 PM

DESCRIPTION: 00987

PLEASE NOTE: COMPETITION FOR THIS POSITION IS LIMITED TO CLASSIFIED EMPLOYEES OF IDAHO PUBLIC TELEVISION.

Idaho Public Television invites applications for a full-time Director/Videographer

Be part of something great!

This is a rare opportunity to join one of the most award-winning production teams in the Northwest!

This position will bring Idahoans the programs they love. The main focus will be work on the newest ongoing series, **Idaho Experience**. The position will also work on other series such as **Outdoor Idaho**, **Idaho Reports**, **Science Trek**, and **Dialogue**. Idaho PTV also produces periodic one-off special programs and other programs such as grant-funded educational segments, online only shorts and work for other state agencies.

IdahoPTV is the only statewide television media outlet. It is our mission to harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We tell Idaho's stories. Each year our local programs receive dozens of international, national, regional, and state awards for excellence. All of our local productions come with a web component, some of which are quite extensive. Interested applicants are encouraged to check them out at www.idahoptv.org

EXAMPLE OF DUTIES:

Principal Responsibilities...

As videographer, works with Producer to determine visual content productions. Operates professional broadcast-style and DSLR cameras and is familiar with tape and/or file-based workflows in HD and/or 4K formats.. As editor, determines visual content and format of field based EFP footage and sequences images, audio, music and natural sound into a high quality final program; works with long and short format television production. Directs and coordinates camera operators. Directs personnel in the program production process; directs and coordinates talent; determines creative style or treatment of the components of a production.

Is also familiar with image manipulation software (i.e. Photoshop and After Effects) as well as familiarity with standard studio based broadcast equipment such as; video production switcher, character generator, and audio board

MINIMUM QUALIFICATIONS:

Good knowledge of: various video artistic styles, methodologies and effects. Experience in a professional broadcast environment; operating EFP and professional video camera equipment; organizing and scheduling a TV production team in the studio and remote location; operating sound and portable lighting equipment; operating television switcher; directing live multi-camera studio and remote television productions; directing and videography for single camera field-based productions; works with tape format and file-based video equipment such as HDCam, XDCam and 4K; operates tape and non-linear video equipment.

SUPPLEMENTAL INFORMATION:

Experience in a professional broadcast environment **as a Director** with experience in:

- Setting the mood, tone and pacing of long and short format edited segments and documentaries
- Setting the mood, tone and pacing of short format edited segments such as commercials or promos
- Field and studio based single and multi- camera directing
- Lighting, studio audio and multiple camera blocking
- Scheduling and crewing a TV production team in the studio and remote locations
- Video production equipment such as; switchers, character generators audio boards

As a Videographer with experience operating or working with:

- Broadcast style EFP and DSLR video camera equipment
- Audio and portable lighting and grip equipment
- Video formats such as HDCam, XDCam, 4K
- **As an Editor** with experience operating or working with:
- Non-linear editing systems such as Avid Media Composer and Adobe Premiere.
- The creation and implementation of still and/or moving effects and graphics within a production
- Still image manipulation software such as Photoshop or 2-D motion graphics software such as Boris or After Effects
- Encoding software/hardware and basic understanding of file based video file formats and CODECS such as H.264 and MP4

Driver's License: Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid Idaho Driver's License throughout their employment or demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Travel: Willingness to travel and, at times throughout the year will be required to work a modified and/or extended-hour schedule.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #00987
PTV DIRECTOR VIDEOGRAPHER
JW

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

PTV Director Videographer Supplemental Questionnaire

- * 1. **DIRECTING** Please describe your experience (if none please state): a. Directing and shooting single camera field based video productions, including operating field based video productions, including operating field based videotape camera equipment; Be sure to include artistic styles, techniques, and methodologies of the field videography used. b. With live/taped live studio and/or remote multi-camera video productions. c. Setting the mood, tone, and pacing of longer and shorter video segments. d. Please describe your experience operating the following equipment. List model names/numbers where applicable: - Video switcher - Character generator - Frame synchronizers,

aspect ratio and up/down converters - Analog and/or digital audio boards This experience is typically gained by a four (4) year broadcast communications or video production college degree AND a minimum of one years' experience in a professional video production/broadcast setting OR five or more years related experience.

- * 2. Please describe your experience organizing and scheduling a TV production team in the studio and remote locations. Please include any camera operator/control room experience working on live/taped live studio based productions. This is typically gained by a four (4) year broadcast communications or video production college degree AND a minimum of two (2) years of experience in a professional video production/broadcast setting OR four years related experience in a professional video production/broadcast setting that included some experience in video production or professional broadcast setting performing the above duties.

- * 3. VIDEOGRAPHY Please describe your knowledge of shot composition, movement and sequencing as it relates to short and long form documentary production as well as promotional production videography. Include any experience or knowledge you may have with field and studio lighting and audio and multiple camera blocking techniques. Specify your specific role on the project, the specific area you handled, and your technical duties. Please include in your response any experience directing single camera remote broadcast productions; operating field production and camera equipment; operating portable lighting equipment and field sound equipment; include any field-based audio, lighting and grip equipment experience. Also address specifics regarding your knowledge of video artistic styles, techniques, and effects. Typically gained by a related vocational education or related associates degree AND a minimum of two years of experience in a professional video production/broadcast setting OR four years related experience in a professional video production/broadcast setting.

- 4. EDITING Please describe your experience operating the following equipment. List models and versions where applicable. Also, discuss video formats you have used and workflows you have enlisted in your projects. - Nonlinear editing systems and mass storage systems; - Still and 2-D image manipulation software; - Encoding software/hardware. This is typically gained by a related vocational education or related associates degree AND a minimum of two years of experience in a professional video production/broadcast setting OR four years related experience in a professional video production/broadcast setting. Experience must include operating nonlinear video editing equipment and some experience operating still and 2-D image manipulation software and video encoding software/hardware.

- * 5. Demo Media Clips You must submit to Idaho Public Television by the closing date, a series of demo clips in one of the following ways: a. You Tube, Vimeo, etc. b. USB c. other suitable media containing up to 20 minutes of high resolution media in a file format viewable on a PC running standard Windows OS such as MP4. Note: Standard definition Video DVDs will not be accepted Segments should show skills outlined in the application for writing, directing, shooting and editing. A cut sheet (printed or as a Word doc) should explain, in detail, the work you were responsible for. You must also list the name, address, and phone number of individuals, preferably work supervisors, who can verify materials submitted as being your own product. The total length of the clip should be no longer than 20 minutes in length and must demonstrate your live/live recorded and/or field directing, videography and editing abilities as described in the questions above. Each clip must contain a large majority of your work. Identify what you directed, shot or edited. It must contain a cut sheet explaining exactly what your responsibility was with the project as it relates to this job. If others worked on the clips the cut sheet must include timeline explaining exactly what your involvement was. If there was shared responsibility to work done in the clip cut sheet must call out times in the clip that showcase your unique work. The clip must contain at least five (5) examples of programs and/or segments that you have had most or all responsibilities for as it relates to this position. The entire video clip will be rated on a combined total scale of 1 to 15 with 1 being the lowest and 15 being the highest. All materials will be rated and scored by a panel of subject matter

experts. Each of the following skills will be rated on a score of 1 to 5: a. Overall videography skills including composition, focus, sequencing, audio and lighting. Also included will be uniqueness of shots, quality of framing, use of shots and sequences with tripods and without. b. Overall editing skills including: setting tempo, sequencing, shot selection, long and short form segments, and use of audio, music and effects. c. Overall directing skills which include; single camera field and multi-camera live or recorded live (line cut or minimal editing) and must be finished segments that exhibit directing styles and abilities. Please include links to your media clips, cut sheet information, and name, address, and phone number of individuals who can verify materials submitted as being your own product in the area below. You may also send your media clips and information directly to Idaho Public Television at: Idaho Public Television Director Videographer Announcement 1455 N. Orchard St. Boise, ID 83706

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Director/Videographer

SALARY: \$16.35 - \$21.50 Hourly
\$34,008.00 - \$44,720.00 Annually

DEPARTMENT: Idaho Public Television

OPENING DATE: 02/07/19

CLOSING DATE: 02/19/19 11:59 PM

DESCRIPTION: 00333

Idaho Public Television invites applications for a full-time Director/Videographer

Be part of something great!

This is a rare opportunity to join one of the most award-winning production teams in the Northwest!

This position will bring Idahoans the programs they love. The main focus will be work on the newest ongoing series, **Idaho Experience**. The position will also work on other series such as **Outdoor Idaho**, **Idaho Reports**, **Science Trek**, and **Dialogue**. Idaho PTV also produces periodic one-off special programs and other programs such as grant-funded educational segments, online only shorts and work for other state agencies.

IdahoPTV is the only statewide television media outlet. It is our mission to harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We tell Idaho's stories. Each year our local programs receive dozens of international, national, regional, and state awards for excellence. All of our local productions come with a web component, some of which are quite extensive. Interested applicants are encouraged to check them out at www.idahoptv.org

EXAMPLE OF DUTIES:

Principal Responsibilities...

As videographer, works with Producer to determine visual content productions. Operates professional broadcast-style and DSLR cameras and is familiar with tape and/or file-based workflows in HD and/or 4K formats.. As editor, determines visual content and format of field based EFP footage and sequences images, audio, music and natural sound into a high quality final program; works with long and short format television production. Directs and coordinates camera operators. Directs personnel in the program production process; directs and coordinates talent; determines creative style or treatment of the components of a production.

Is also familiar with image manipulation software (i.e. Photoshop and After Effects) as well as familiarity with standard studio based broadcast equipment such as; video production switcher, character generator, and audio board

MINIMUM QUALIFICATIONS:

Good knowledge of: various video artistic styles, methodologies and effects. Experience in a professional broadcast environment; operating EFP and professional video camera equipment; organizing and scheduling a TV production team in the studio and remote location; operating sound and portable lighting equipment; operating television switcher; directing live multi-camera studio and remote television productions; directing and videography for single camera field-based productions; works with tape format and file-based video equipment such as HDCam, XDCam and 4K; operates tape and non-linear video equipment.

SUPPLEMENTAL INFORMATION:

Experience in a professional broadcast environment **as a Director** with experience in:

- Setting the mood, tone and pacing of long and short format edited segments and documentaries
- Setting the mood, tone and pacing of short format edited segments such as commercials or promos
- Field and studio based single and multi-camera directing
- Lighting, studio audio and multiple camera blocking
- Scheduling and crewing a TV production team in the studio and remote locations
- Video production equipment such as; switchers, character generators audio boards

As a Videographer with experience operating or working with:

- Broadcast style EFP and DSLR video camera equipment
- Audio and portable lighting and grip equipment
- Video formats such as HDCam, XDCam, 4K
- **As an Editor** with experience operating or working with:
- Non-linear editing systems such as Avid Media Composer and Adobe Premiere.
- The creation and implementation of still and/or moving effects and graphics within a production
- Still image manipulation software such as Photoshop or 2-D motion graphics software such as Boris or After Effects
- Encoding software/hardware and basic understanding of file based video file formats and CODECS such as H.264 and MP4

Driver's License: Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid Idaho Driver's License throughout their employment or demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Travel: Willingness to travel and, at times throughout the year will be required to work a modified and/or extended-hour schedule.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #00333
PTV DIRECTOR/VIDEOGRAPHER
JW

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

PTV Director/Videographer Supplemental Questionnaire

- * 1. DIRECTING Please describe your experience (if none please state): a. Directing and shooting single camera field based video productions, including operating tape and/or file-based camera equipment including HD formats, 4K and/or DSLR. Describe your style, along with any innovative techniques you use to craft a story for short or long form documentary or promotional video. b. With live/recorded live studio and/or remote multi-camera video productions. c. Setting the mood, tone, and pacing of longer and shorter video segments. d. Video encoders, transcoders or converters for use in post and/or live situations e. Analog and/or digital audio boards and audio recording

equipment used in studio and/or field situations This experience is typically gained by a four (4) year broadcast communications or video production college degree AND a minimum of one years' experience in a professional video production/broadcast setting OR five or more years related experience.

- * 2. Please describe your experience organizing and scheduling a TV production team in the studio and remote locations. Please include any camera operator/control room experience working on live/taped live studio based productions. This is typically gained by a four (4) year broadcast communications or video production college degree AND a minimum of two (2) years of experience in a professional video production/broadcast setting OR four years related experience in a professional video production/broadcast setting that included some experience in video production or professional broadcast setting performing the above duties.
- * 3. VIDEOGRAPHY Please describe your knowledge of shot composition, movement and sequence as it relates to short and long form documentary production as well as promotional production videography. Include any experience or knowledge techniques. Specify your specific role on the project, the specific area you handled, and your technical duties. Address specifics regarding your knowledge of video artistic styles, techniques, and effects. Please include in your response any experience operating the following equipment (List model names/numbers where applicable): a. High definition, DSLR and/or 4K camera b. Video switcher; Character generator Typically gained by a four (4) year broadcast communications or video production college degree AND a minimum of two (2) years of experience in a professional video production/broadcast setting OR four years' related experience in a professional video production/broadcast setting.
- * 4. EDITING Please describe your experience operating the following equipment. List models and versions where applicable. Also, discuss video formats you have used and workflows you have enlisted in your projects. a. Nonlinear editing systems and mass storage systems; b. Still and 2-D image manipulation software; c. Encoding software/hardware. Please discuss file-based and/or tape-based workflow and your techniques and methodologies to arrive at a final product as designed. This is typically gained by a four (4) year broadcast communications or video production college degree AND a minimum of two (2) years of experience in a professional video production/broadcast setting OR four (4) years related experience in a video production/broadcasting setting that included operating non-linear video editing equipment and some experience operating still and 2-D image manipulation software and video encoding software/hardware.
- * 5. Demo Media Clips You must submit to Idaho Public Television by the closing date, a series of demo clips in one of the following ways: a. You Tube, Vimeo, etc. b. USB c. other suitable media containing up to 20 minutes of high resolution media in a file format viewable on a PC running standard Windows OS such as MP4. Note: Standard definition Video DVDs will not be accepted Segments should show skills outlined in the application for writing, directing, shooting and editing. A cut sheet (printed or as a Word doc) should explain, in detail, the work you were responsible for. You must also list the name, address, and phone number of individuals, preferably work supervisors, who can verify materials submitted as being your own product. The total length of the clip should be no longer than 20 minutes in length and must demonstrate your live/live recorded and/or field directing, videography and editing abilities as described in the questions above. Each clip must contain a large majority of your work. Identify what you directed, shot or edited. It must contain a cut sheet explaining exactly what your responsibility was with the project as it relates to this job. If others worked on the clips the cut sheet must include timeline explaining exactly what your involvement was. If there was shared responsibility to work done in the clip cut sheet must call out times in the clip that showcase your unique work. The clip must contain at least five (5) examples of programs and/or segments that you have had most or all responsibilities for as it relates to this position. The entire video clip will be rated on a combined total scale of 1 to 15 with 1 being the lowest and 15 being the highest. All materials will be rated and scored by a panel of subject matter experts. Each of the following skills will be rated on a score of 1 to 5: a. Overall videography skills

including composition, focus, sequencing, audio and lighting. Also included will be uniqueness of shots, quality of framing, use of shots and sequences with tripods and without. b. Overall editing skills including: setting tempo, sequencing, shot selection, long and short form segments, and use of audio, music and effects. c. Overall directing skills which include; single camera field and multi-camera live or recorded live (line cut or minimal editing) and must be finished segments that exhibit directing styles and abilities. Please include links to your media clips, cut sheet information, and name, address, and phone number of individuals who can verify materials submitted as being your own product in the area below. You may also send this information directly to Idaho Public Television at: Idaho Public Television Attn: PTV Director Videographer Recruitment 1455 N. Orchard St. Boise, ID 83706

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Producer/Writer

SALARY: \$22.00 - \$25.50 Hourly
\$45,760.00 - \$53,040.00 Annually

DEPARTMENT: Idaho Public Television

OPENING DATE: 08/06/19

CLOSING DATE: 09/02/19 11:59 PM

DESCRIPTION: 02478

To develop, produce, research and write television programs and field videos and field videos for Idaho Public Television; perform related work.

The majority of time will be spent working on our signature series, Outdoor Idaho, however the successful candidate may also work on other programs as assigned such as Idaho Experience.

EXAMPLE OF DUTIES:

1. Producer. Typical responsibilities: develops and submits proposals to supervisor for digital and television program production based on public interest and needs; coordinates and organizes thoughts and ideas for programs by combining journalistic content with visual materials into a program format; coordinates with appropriate staff or scheduling production crews and production equipment and oversees the videotaping and editing of programs; coordinates all aspects of both studio and on-location video production; works with director to plan and meet production objectives; coordinates with director and specialists for studio, graphic, and web site needs; locates and coordinates talent and guests; prepares interview outlines; hosts programs; produces on-air promotional materials for productions; monitors established budgets and timelines. 2. Reporter. Typical responsibilities: conducts interviews with people appropriate to storyline; determines events to be covered during program taking into account public interest, news worthy developments, and time restrictions; writes, edits content, determines format, and organizes material for program, often working under deadline pressures. 3. Writer. Typical responsibilities: researches and analyzes content and platform needs and topic areas; conducts background interviews; researches, and organizes available written material; writes scripts for all platforms including documentaries; edits written material for content, expressiveness, clarity, conciseness and time restrictions.

MINIMUM QUALIFICATIONS:

Good knowledge of: video, broadcast television, radio or newspaper production processes; FCC rules and regulations regarding public broadcast restrictions, including editorial integrity and funding standards and practices. Experience: with complex journalistic projects involving concepts, research, investigation, writing and editing scripts across broadcast and digital platforms; conducting journalistic interviews off-camera or as an on-camera host or moderator; working with a team on a project or within an organization; working within an established budget; monitoring and maintaining records of expenses, time, personnel, facilities, and copyrights for final project reports. Valid driver's license.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #02478
PTV PRODUCER/WRITER
HL

304 North 8th Street
Boise, ID 83720

PTV Producer/Writer Supplemental Questionnaire

- * 1. Please describe how you have gained good knowledge of video, broadcast television, radio or newspaper production processes. Typically gained by a bachelor's degree in journalism, broadcasting, mass communications or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

- * 2. Please describe your experience with complex journalistic projects, for broadcast, digital and/or social media. Include the type of project, your role and specifics for each project that cover the following: -Concepts -Research and investigation -Writing and editing -Goals and promotion
Typically gained by a bachelor's degree in journalism, broadcasting, mass communications or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

- * 3. Please describe your experience conducting journalistic interviews. Please include in your response the nature of the interviews. Identify the need for background interviews, if it was the main interview for the story, if you were the on camera host and/or moderating a forum. Typically gained by a bachelor's degree in journalism, broadcasting, mass communications or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

- * 4. Please describe your experience working with a team on a project or within an organization. Please include how many years and what kind of projects you worked on.

- * 5. Please describe your experience working within an established budget to include monitoring and maintaining records of expenses, time, personnel, facilities, and copyrights for final project reports. Please elaborate on the tasks you performed.

- * 6. Do you have good knowledge of FCC rules and regulations regarding public broadcast restrictions, including editorial integrity and funding standards and practices?
☐ Yes
☐ No

- * 7. Do you currently possess a valid driver's license?
☐ Yes
☐ No

- * 8. Extra credit: Please describe your journalistic experience covering Idaho focused historical issues and stories for any platform. Include specifics regarding your role.

- * 9.

Extra Credit: Please describe your experience developing, producing, and hosting and/or moderating journalistic programs relating to complex issues including public affairs and historical content. Typically gained by a bachelor's degree in journalism, broadcasting, mass communications or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

- * 10. Extra Credit: Please describe your experience developing and producing programs relating to public affairs and/or historical issues, locally produced events, educational/informational, cultural or other types of content for broadcast, digital or social media platforms. Typically gained by a bachelor's degree in journalism, broadcasting, mass communications or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

- * 11. You must submit to the Idaho Division of Human Resources by the closing date, video content (of no more than 20 minutes of length) and/or written material which demonstrates your research, writing, reporting, producing and/or hosting capabilities..= This material must include a minimum of five (5) examples of the content and segments that you have had most or all responsibilities for as it relates to this position. This should be submitted on physical data (DVD, flash drive), however online materials may be accepted. The content must be submitted on one of the following ways: links to content and/or high resolution video segments online (You Tube, Vimeo, etc.) or a USB or other suitable media containing up to 20 minutes of high resolution media in a file format viewable on a PC running standard Windows OS such as MP\$ Standard definition Video DVDs will also be accepted. Media can be returned if requested. A cut sheet (printed or as a Word doc) should explain, in detail, the work you were responsible for. All material will be rated and scored by a panel of subject matter experts.

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Programming Support Clerk

SALARY: \$11.09 - \$14.25 Hourly
\$23,067.20 - \$29,640.00 Annually

DEPARTMENT: Idaho Public Television

OPENING DATE: 06/21/19

CLOSING DATE: 06/27/19 11:59 PM

DESCRIPTION: 02161

PTV Programming Support Clerk

To prepare and distribute program logs; schedule on-air announcements; perform related work. This position is responsible for the creation and distribution of daily record schedules, as well as distribute program logs; schedule on-air announcements and perform related work.

EXAMPLE OF DUTIES:

PRIMARY RESPONSIBILITIES:

- Program log development and distribution. Coordinates information submittal procedures and deadlines and sets priorities.
- Collect date and verify accuracy and compiles program logs for each station; enter, proof and transmit daily broadcast log to each station via computer.
- Compiles and types weekly program listings for use by other stations' personnel and to major television listings services.
- Previews and schedules on-air promotional materials using established guides and priorities.
- Maintains a complete inventory of promotional video material; maintains underwriting calendar and copy book for on-air use.
- Writes copy for short leads into promotional materials and may supervise part-time help.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Some knowledge of broadcast program policies and practices including program log requirements and FCC broadcast rules and regulations.
- Experience entering data into computerized systems, compiling data and developing reports; maintaining files and records, proofreading alpha and numerical material.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #02161
PTV PROGRAMMING SUPPORT CLERK
HL

304 North 8th Street

PTV Programming Support Clerk Supplemental Questionnaire

- * 1. This position requires some knowledge of broadcast program policies and practices including program log requirements and FCC broadcast rules and regulations. Please select the one statement that best describes your qualifications. Your selection must be supported in your resume.
- ☐ I have no knowledge of broadcast program policies and practices.
 - ☐ I have college coursework in communication, radio broadcasting, television production or professional seminars related to broadcast program policies and operations.
 - ☐ I have 6 months of experience working in the television or radio industry where the utilization of program logs was a major part of the job.
 - ☐ I have 1 year of experience as listed in above item AND was responsible for preparing and distributing program logs and scheduling on-air announcements.
- * 2. This position requires experience entering data into computerized systems, compiling data and developing reports. Please select the one statement that best describes your qualifications. Your selection must be supported in your resume.
- ☐ I have no experience relating to this task.
 - ☐ I have at least six months experience relating to this task.
 - ☐ I have at least one year experience relating to this task.
 - ☐ I have at least two years of experience relating to this task.
- * 3. This position requires experience maintaining files and records. Please select the one statement that best describes your qualifications. Your selection must be supported in your resume.
- ☐ I have no experience relating to this task.
 - ☐ I have between 6 months and 1 year of experience maintaining files and records.
 - ☐ I have between 1 and 2 years of experience maintaining files and records.
 - ☐ I have 2+ years of work experience identifying pertinent records, developing filing systems, and creating methods to allow access to these files by my co-workers.

* Required Question



New

STATE OF IDAHO
invites applications for the position of:

PTV Sponsorship Account Executive

SALARY: \$18.86 - \$19.50 Hourly
\$39,228.80 - \$40,560.00 Annually

DEPARTMENT: Idaho Public Television

OPENING DATE: 01/16/20

CLOSING DATE: 3-12-20 11:59 PM

DESCRIPTION: 04198

This is a rare and exciting opportunity to join a vibrant public television station and help bring award-winning programs to all Idahoans.

Primary Responsibilities:

Corporate Sponsorship Representatives cultivate and secure financial sponsorships in support of Idaho Public Television's PBS programs, local productions, program acquisitions, special events, education initiatives and outreach activities.

EXAMPLE OF DUTIES:

Typical Responsibilities:

Program Sponsorship Solicitation

- Studies and researches potential sponsor's company, products, and interests
- Contacts and arranges meeting with potential sponsor
- Discusses and negotiates sponsorship of a particular program, local production or mission-related initiative
- Prepares contracts, discusses terms, and obtains signature
- Writes draft of short video/audio message and works through approvals with sponsor and Director of Development
- Ensures sponsor's logo and television spots are in place to be aired
- Maintains periodic contact with sponsors and approaches regarding renewal
- Maintains files of current, potential, and past sponsors and documents all related contacts or correspondence

Account Relationship Management

- Contacts current and past sponsors and other potential sponsors to secure and engage fundraising support for Idaho Public Television
- Works with client, art department and production department to finalize and ensure all deadlines are met
- Maintains contact files in CRM system

Special Event Coordination

- Engage corporate sponsors in station activities and events such as on-air pledge events
- Sponsor preview events and station program screenings around the state

MINIMUM QUALIFICATIONS:

Good knowledge of fundraising, sales, and marketing theory and methods.

Experience: researching, composing and implementing a marketing plan; preparing and presenting oral presentations before individuals and groups; managing multiple priorities or tasks on a daily basis; providing customer service.

Valid driver's license

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #04198
PTV SPONSORSHIP ACCOUNT EXECUTIVE
SA

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

PTV Sponsorship Account Executive Supplemental Questionnaire

- * 1. Describe your experience researching, composing and implementing a marketing plan. Typically gained by completion of an upper division marketing course that included a major project involving researching, creating, and implementing a marketing plan OR six months of professional work experience composing and implementing a marketing plan(s).
- * 2. Please describe your experience preparing and presenting oral presentations before individuals and groups. Typically gained through at least one year of experience researching, compiling and organizing information in order to make oral presentations about the information to individuals or groups in a business setting.
- * 3. Describe your experience in managing multiple priorities or tasks on a daily basis in order to meet specific job objectives or standards. For work experience, include place of employment, dates, title, full-time/part-time, and a detailed explanation of duties. This is typically gained by at least one year of work experience where, in addition to routine responsibilities, you had to balance, coordinate, and set priorities for multiple projects with varying deadlines, or for multiple supervisors. Higher scores will be obtained through additional years of experience where duties required increased responsibility and complexity as well as higher consequence of error if deadlines were not met.
- * 4. Describe your experience providing customer service. This is typically gained by one year of work experience providing customer service such as directing customers to appropriate departments or people or approximately one year of work experience providing information on agency or company products or services. If you have had responsibility for meeting customer's needs, handling complaints and any authority for meeting those needs, include this in your response.
- * 5. Describe how you gained good knowledge of fundraising, sales, promotion and marketing theory and methods. Typically gained through upper division coursework in marketing/communications or public relations/promotion; OR three years of experience marketing or promoting a service or product, and may be either a volunteer or paid position.

- * 6. Do you currently possess a valid Driver's License OR can you acquire a valid Driver's License upon selection for employment and throughout the duration of employment OR can you demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties?

☐ Yes

☐ No

* Required Question