

Wednesday, January 5, 2005

## Job Postings at WINJ TV 8

**CTN, LLC. & GCTV, L.L.C. (WINJ) MAY REQUIRE ALL APPLICANTS FOR EMPLOYMENT TO SUBMIT TO AND SUCCESSFULLY PASS A TEST FOR DRUGS.**

Please submit a separate RESUME OR APPLICATION and indicate the JOB NUMBER for each position of interest to:

WINJ-TV  
Attn: Human Resources  
P.O. BOX 23888  
COLUMBUS, OHIO 43223  
FAX (614) 460-8880  
TEL (614) 460-9428

**Resumes without a JOB CODE NUMBER will not be processed.**

***As of:12/30/2004***

**JOB CODE: 010705COL-ASM: ASSISTANT STATION MANAGER:** Directs and coordinates activities of television station: Supervises directly, or through subordinates, personnel engaged in departments, such as sales, programming, engineering, and personnel. Observes activities to ensure compliance with government regulations. Confers with owners or company senior management to discuss station policy and administrative procedures. May prepare operational budget and monitor expenses for station. May be designated General Manager, Broadcasting. This position may require general office duties as well. This position is success-based, and subject to a probationary period; the successful candidate will have ownership and benefits available.

**JOB CODE: 010705COL-SA: SALES ASSOCIATE: (alternate title: Account Executive):** Contacts prospective customers to sell television time or captioning services for broadcasting station, Calls on prospects and presents outlines of various programs or commercial announcements. Discusses current popularity of various types of programs, such as news, drama, and variety. Drives auto vehicle to prospective customer's location. May arrange for and accompany prospect to commercial taping sessions. May prepare promotional plans, sales literature, and sales contracts, using computer. This position may require general office duties as well. This position is success-based, and subject to a probationary period; the successful candidate will have ownership and benefits available.

THESE POSITIONS AND REQUIREMENTS MAY VARY.

CTN, LLC & GCTV, LLC. RESERVES THE RIGHT TO CHANGE THE TERMS AND DUTIES OF ALL POSSIBLE POSITIONS WITHOUT NOTICE.

ALL INQUIRIES AND INFORMATION SHALL REMAIN CONFIDENTIAL AT ALL TIMES. CTN, LLC. & GCTV, LLC., ITS EMPLOYEES, AGENTS, AND ASIGNEES SHALL HAVE THE OPTION TO REVIEW AND CONFIRM THE ACCURACY OF ALL INFORMATION AND DOCUMENTS SUBMITTED.



## **Internships**

[please scroll down to the next page for an application](#)

### **NATURE AND SCOPE**

WINJ (GCTV, LLC. & CTN, LLC.) is pleased to offer a program of internship assignments to a limited number of qualified college students. Our internships are non-paid and will be for college credit only. Internships coincide with each particular school's term, however, they should not be less than 6 weeks and no longer than 12 weeks. Students will be expected to work approximately 15-20 hours per week. Assignments are designed to supplement classroom study with actual hands-on television experience, as students participate in special projects under the supervision of our professional staff. Interns are normally assigned to our News Department and assignments are scheduled throughout the year. Interns receive no financial remuneration and are not employees of WINJ. Participation in the program does not obligate WINJ to offer employment to the intern at any future time.

### **ELIGIBILITY**

Candidates for internship assignments are selected without regard to age, sex, race, religion or national origin. Candidates must be college students majoring in communication or journalism, and must be available to spend a minimum of 15 hours per week in our station, for a minimum of one semester, quarter or summer session. Admission to the program is competitive, as more students may apply each term than we can accommodate. Decisions on admission to the program are made by our management staff, based primarily on academic achievement, verification of internship ("For Credit"), recommendations from faculty members and previous employment.

### **APPLICATION PROCEDURE**

Interested candidates should submit the attached application along with verification from school, which authorizes them to internship for college credit, a copy of their resume and a letter of recommendation from a faculty member to:

WINJ-TV Personnel/Benefits Coordinator  
P.O. BOX 23888  
COLUMBUS, OHIO 43223



# WINJ-TV INTERNSHIP APPLICATION

NAME: \_\_\_\_\_ S.S.# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL# \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

MAJOR: \_\_\_\_\_

DEPARTMENT DESIRED: \_\_\_\_\_

TERM REQUESTED:     SPRING     SUMMER  
                           FALL         WINTER

DATES AVAILABLE:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

HRS PER DAY: \_\_\_\_\_

WEEKDAYS NOT AVAILABLE: \_\_\_\_\_

*GIVE BRIEF STATEMENT OF YOUR ULTIMATE CAREER OBJECTIVE:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_  
Applicant

DATE: \_\_\_\_\_

**For Station use only:**

Interviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted:     Yes     No

Reporting Date: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Department Head

Personnel Manager