



## JOB ANNOUNCEMENT

JOB TITLE	Traffic Manager
DEPARTMENT	Programming & Traffic Department
FULL-TIME/PART-TIME	Full-Time
DATE POSTED	1/9/18
DEADLINE FOR APPLICATION	Interviews begin when sufficient applications are received

### POSITION DESCRIPTION/DETAILS:

#### **Job Description:**

This full-time position involves working with the Programming, Sales, and Traffic department to assure timely and correct scheduling and placement of programming, commercials and promotional announcements in order to generate daily broadcast schedule logs. Position supports sales with placement of local commercial inventory. Creates and assures placement and entry of programming and programming formats are correct in software to assure flawless playout of programming along with each program's associated commercial and network identification requirements. Successful candidate must be detail oriented, well organized, self-motivated and able to work under deadlines

#### **Applicant must demonstrate proficiency in these areas:**

Strong interpersonal and communication skills  
Knowledge of the broadcast industry a plus  
Microsoft programs, Excel, Word and Outlook  
Data entry skills

For an application - go to [www.keyc.com](http://www.keyc.com). Send the completed application with a resume to the address below.

KEYC News 12 & FOX 12 Mankato  
Attn: Programming Manager  
P.O. Box 128  
Mankato, MN 56002-0128

No phone calls please.

**KEYC TELEVISION IS AN EQUAL OPPORTUNITY EMPLOYER**



1570 LOOKOUT DRIVE  
P.O. BOX 128  
MANKATO, MN 56002-0128  
PHONE: 507-625-7905 / FAX: 507-625-5745

# EMPLOYMENT APPLICATION

KEYC NEWS 12/FOX 12 MANKATO WELCOMES YOU AS AN APPLICANT. IT IS THE POLICY OF THIS STATION TO PROVIDE EQUAL OPPORTUNITY TO ALL EMPLOYEES AND APPLICANTS. WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS OR ANY OTHER LEGALLY PROTECTED STATUS, AS PROVIDED BY STATE OR FEDERAL LAW.

## PERSONAL INFORMATION

POSITION APPLIED FOR: \_\_\_\_\_ FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

HOW DID YOU LEARN OF THIS OPENING? (PLEASE BE SPECIFIC)

\_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

DAY PHONE NO. \_\_\_\_\_ HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ARE YOU WORKING NOW \_\_\_\_\_ (If Yes) MAY WE CONTACT YOU AT WORK? \_\_\_\_\_  
(Work Number Here)

SALARY EXPECTATIONS: \_\_\_\_\_ DATE AVAILABLE FOR WORK \_\_\_\_\_

## EDUCATIONAL BACKGROUND

SCHOOL & ADDRESS	COURSE OF STUDY	DEGREE OR DIPLOMA	DID YOU GRADUATE

## SKILLS

LIST ANY SKILLS, EXPERIENCES, OR QUALIFICATIONS YOU FEEL WILL BE BENEFICIAL TO THE JOB YOU ARE APPLYING FOR:

---



---



---

## EXPERIENCE

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Name & Address of Company	From		To		Hourly Last Salary	Reason for Leaving	Name of Supervisor	Your Title:
	Mo	Yr	Mo	Yr				
<b>Describe your duties:</b>								
<b>Phone:</b>								

Name & Address of Company	From		To		Hourly Last Salary	Reason for Leaving	Name of Supervisor	Your Title:
	Mo	Yr	Mo	Yr				
<b>Describe your duties:</b>								
<b>Phone:</b>								

**EXPERIENCE**

Name & Address of Company	From		To		Hourly Last Salary	Reason For Leaving	Name of Supervisor	Your Title:
	Mo	Yr	Mo	Yr				
	<b>Describe your duties:</b>							
<b>Phone:</b>								

**REFERENCES**

Name and Occupation	Address	Phone Number

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer if the employer decides to employ me. I understand and agree that my employment would be "at-will" if I am hired and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing and then only in writing signed by an officer. I authorize KEYC News 12/FOX 12 Mankato to contact my past and present employers and I authorize my past and present employers to communicate any requested employment information to KEYC News 12/FOX 12 Mankato.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Please complete the application, print, scan and email the document to [carriann.schlager@keyc.com](mailto:carriann.schlager@keyc.com) or mail to KEYC NEWS 12, 1570 Lookout Drive, North Mankato, MN 56003