

See section I for Vacancy List

See section II for Master Recruitment Source List (MRSL) for recruitment sources data

See section III for Long-term Recruitment Initiatives

**WAMC-FM, WAMC-AM
ALBANY, NEW YORK
FEBRUARY 1, 2023 – JANUARY 31, 2024
I. VACANCY LIST**

JOB TITLE	RECRUITMENT SOURCES (RS) USED TO FILL VACANCY	RS REFERRING HIREE
Producer (FT) Opened: 12/9/22 Filled: 02/13/23	1, 3, 5, 16 Number of candidates interviewed: 3 Referral Sources: Monster.com: 1 Indeed.com: 2	1 – Monster.com
Reporter/Bureau Chief (FT) Opened: 03/16/23 Filled: 05/16/23	3, 5, 16 Number of candidates interviewed: 1 Referral Sources: Promotion from Within: 1	20 – Promotion from within
Board Operator (PT) Opened: 04/13/23 Filled: 04/28/23	1, 3, 5, 16 Number of candidates interviewed: 3 Referral Sources: Indeed.com: 3	16 – Indeed.com
Producer (FT) Opened: 05/05/23 Filled: 05/15/23	1, 3, 5, 16 Number of candidates interviewed: 1 Referral Sources: WAMC Website: 1	5 – WAMC Website
Finance Assistant (FT) Opened: 07/07/23 Filled: 07/24/23	1, 3, 5, 16 Number of candidates interviewed: 3 Referral Sources: Promotion from Within: 1 Indeed.com: 2	20 – Promotion from within
Fund Drive Assistant (FT) Opened: 08/01/23 Filled: 09/18/23	1, 3, 5, 16 Number of candidates interviewed: 1 Referral Sources: Promotion from Within: 1	20 – Promotion from within
Reporter/Bureau Chief (FT) Opened: 08/22/23 Filled: 10/19/23	1, 3, 5, 16 Number of candidates interviewed: 1 Referral Sources: WAMC Website: 1	5 – WAMC Website
Board Operator (PT) Opened: 08/22/23 Filled: 09/08/23	1, 3, 5, 16 Number of candidates interviewed: 3 Referral Sources: Indeed.com: 3	16 – Indeed.com

Board Operator (PT) Opened: 10/20/23 Filled: 11/09/23	1, 3, 5, 16 Number of candidates interviewed: 3 Referral Sources: Indeed.com: 2 WAMC Website: 1	16 – Indeed.com
Reporter/Bureau Chief (FT) Opened: 10/12/23 Filled: 01/22/24	1, 3, 5, 16 Number of candidates interviewed: 2 Referral Sources: WAMC Website: 1 Indeed.com: 1	5 – WAMC Website

TOTAL NUMBER OF INTERVIEWS: 21

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II. MASTER RECRUITMENT SOURCE LIST ("MRSL")**

RS	RS Information	Source Entitled To Vacancy Notification (Yes/No)	# of Interviewees Referred by Over Reporting Period
1	Albany Times Union/monster.com Albany, NY 12205 Ph: 518.454.5071 Fax: 454.5570 Attention: Patricia Rose	N	1
2	Capitalareahelpwanted.com Regionalhelpwanted.com, Inc. 9100 E. Panaroma Dr. #250 Englewood, CO 80112 Ph: 800.365.8630 X7366 Attention: Brook Peterson	N	
3	New York State Department of Labor Job Bank http://newyork.us.jobs	N	
4	College Broadcasters, Inc. UPS-Hershey Square Center 1152 May St. Hummelstown, PA 17036 cbjob@mailman.rice.edu Ph: 713.348.2935 Attention: Will Robedee	N	
5	WAMC Website (internet posting) 318 Central Avenue Albany, NY 12206 Ph: 518.465.5233 Attention: Ray Graf http://www.wamc.org	N	4
6	Daily Hampshire Gazette PO Box 299 Northampton, MA 01061-0299 Ph: 413.584.5000 Attention: classifieds@gazettenet.com	N	
7	Berkshire Eagle 75 S Church St. Pittsfield, MA 01201 Ph: 800.234.7404 Attention: classifieds@berkshireeagle.com	N	

8	Kingston Freeman 79-97 Hurley Avenue Kingston, NY 12401 Ph: 845.331.5000 Online Advertising: Soren Schamberg X470 Classified Advertising: Penny Ducker X456 Via e-mail: classified@freemanonline.com	N	
9	Poughkeepsie Journal/Career Builder 85 Civic Center Plaza Poughkeepsie, NY 12602 Online advertising: Lionel Johnson – 845.451.4503 Direct classified: 845.471.7355	N	
10	College of St. Rose 432 Western Ave. Albany, NY 12203 Fax: 458-5330, Attention: Pet Cullen jobs@strose.edu	N	
11	hotjobs.yahoo.com (Internet posting) Ph: 1-877-HOTJOBS	N	
12	New School for Contemporary Radio 14 Computer Drive W. Colonie, NY 12205 ctaylor@newschoolalbany.edu	N	
13	CPB Jobline http://www.cpb.org/jobline	N	
14	journalismjobs.com 72 Plaza Dr. 2 nd Floor Berkeley, CA 94705 Ph: 510.653.1521 info@journalismjobs.com	N	
15	Development Exchange Jobline 401 North 3 rd St., Suite 370 Minneapolis, MN 55401 Ph: 703.759.2221 Attn: June Fox http://www.deiworksite.org/job-line	N	
16	indeed.com (Internet posting) 177 Broad Street, 6 th Floor Stamford, CT 06901	N	13
17	Current Newspaper 6930 Carroll Ave, Suite 350 Takoma Park, MD 20912 Jobs.current.org Kathleen Unwin, Advertising Director unwin@current.org 988-745-8776 x1	N	
18	Other (Albany Job Fair)		3
19	Candidate was asked but didn't respond		
20	Transfer or promotion from within		

TOTAL NUMBER OF INTERVIEWS: 21

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III. LONG-TERM RECRUITMENT INITIATIVES

Establish training or mentoring programs designed to enable employees to acquire skills to qualify for higher level positions

WAMC Mentoring Program

The WAMC Mentoring Program matches senior staff members who have five or more years' experience in their field with an employee who wishes to learn more about their options and the building blocks of their chosen profession. The goal of the program is to build a more resilient workforce by fostering creativity, sharing knowledge and skills, and maintaining institutional knowledge. New employees are assigned a mentor during their probationary period to help assimilate the person to the inner workings of the station. After the probationary period, both the mentor and protégé may continue the relationship should they both agree to.

There were three mentorship pairings within the organization during the last period in the underwriting and news departments. The pairs met at least weekly to discuss their progress on goals and other topics as needed. At the end of the period, both parties evaluate the effectiveness of the mentorship program.

News Director, Ian Pickus mentored Reporter Alexander Babbie from 02/13/23 to 8/20/23.

James Farrison, Underwriting Manager mentored Duncan Lindsay from 1/23/23 to 07/23/23.

Lucas Willard, Southern Adirondack Bureau Chief/Weekend Host is mentoring Aaron Shellow-Lavine which began 10/9/23.

Establishment of internship program to assist members of community acquire broadcast skills

WAMC Internship Program

WAMC works closely with colleges and universities throughout the station's listening area, which includes NY, MA, VT, CT, NJ, and PA, to recruit post-graduate interns for learning opportunities in journalism and broadcasting. Internship positions are listed at college and university career centers, specific departments when applicable (i.e. communication/ broadcasting), and WAMC's website, wamc.org.

WAMC can accommodate interns in our administrative, news, programming, marketing, national productions, The Linda (WAMC's performance venue) and underwriting departments each semester. Internships are awarded, after interview and approval, on a first come, first served basis. Interns work (unpaid) 10 to 40 hours per week, depending on course requirements, and receive academic credit for their work.

In 2023, WAMC had 1 intern from SUNY Albany for the news department in the Albany office, for a period of 4 months, 01/26/23 to 05/10/23. Supervised by Ian Pickus, New Director, professional learning experiences included how to research and write new stories, conduct and tape interviews, tape phone feeds, use production equipment, podcasting and public relations.

The Linda hosted 1 high school senior from Tech Valley High School, for a four-week internship from 02/06/23 – 03/05/23. Supervised by Peter Hughes, General Manager, learning experiences included an overview of the work behind live performances and included hands-on technical experiences such as studio audio board use.

National productions and the news department hosted 1 intern from SUNY Albany for two internships from 01/31/23 to 04/20/23 and from 11/6/23 to 12/12/23 Supervised by Ian Pickus, New Director, and Tina Renick, Director of Programming professional learning experiences included how to research and write new stories, conduct and tape interviews, tape phone feeds, use production equipment, podcasting and public relations.

The Roundtable, a WAMC live panel talk program, hosted 1 intern from SUNY Albany for a 3-month period from 08/22/23 to 11/30/23. Supervised by Sarah LaDuke, Senior Producer professional learning experiences included sourcing potential contributors and interviewees, using production equipment, managing the logistics of getting people, resources and equipment together at the right place at the right time and editing, archiving and posting to the web and social media.

Providing training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination

All unit heads receive individual training from senior staff on methods to ensure equal employment opportunity and prevent discrimination both in hiring and on the job. WAMC's personnel manual and station policies are regularly reviewed by an attorney and updated at least annually to include the most recent state and federal anti-discrimination statutes. November 15, 2023 an attorney from the Honeywell law firm presented a mandatory workshop on sexual harassment and discrimination in the workplace to all station employees. Between October and November 2023, 10 senior staff and managers completed a virtual DEI training *Advancing your Agency Through Diversity and Equity*.

Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities

All full and part-time positions are posted to Monster.com's Diversity Network through the *Albany Times Union* daily newspaper, indeed.com, the New York State job bank and on the WAMC website. This enables WAMC to reach a large community of diverse career websites and media partnerships which include substantial participation of women and minorities.

Participation in events or programs sponsored by educational institutions relating to career opportunities in broadcasting

Spring Semester:

Host/Sr Advisor Joe Donahue taught *Media and Culture* at Rensselaer Polytechnic Institute

Host/Sr Advisor Joe Donahue taught *The Art of Interviewing* at Bennington College, Bennington, VT.

News Director Ian Pickus taught *Reporting on Sports* at the University at Albany in

Morning Edition Anchor/Producer David Guistina taught *Broadcast Journalism* at University at Albany

Fall Semester:

Host/Sr Advisor Joe Donahue taught *Media and Culture* (Section 1) at Rensselaer Polytechnic Institute

Host/Sr Advisor Joe Donahue taught *Media and Culture* (Section 2) at Rensselaer Polytechnic Institute

News Director Ian Pickus taught *Reporting on Sports* at the University at Albany

Morning Edition Anchor/Producer David Guistina taught *Broadcast Journalism* at University at Albany

Reporter/host Jesse King gave Zoom and in-person presentations and edited students' stories for Western New England University's *Radio Reporting* class.

On February 9, 2023 students from Lansingburgh and Cohoes High Schools visited WAMC and The Linda performing arts center. They toured the station and venue to learn about the ins-and-outs of public radio and performance venue operations. News Director Ian Pickus, discussed the current state of media and careers in broadcast journalism. The Linda General Manager Peter Hughes and Technical Director Nathan Schied discussed the benefits of being a venue associated with a public radio station and recording for radio broadcasts.

On February 27, 2023 WAMC's News Director Ian Pickus participated in "The State of Media: Reporters Roundtable" hosted by the New York State Association of Counties. Reporters discussed the current media landscape and how local government officials can build mutually beneficial relationships with reporters, meet the demands of today's multimedia environment, and more effectively inform residents.

On March 2, 2023 The Linda Performing Arts Center's Technical Director Nathan Schied visited Waterford-Halfmoon Jr./Sr. High School's Modern Band class. He reviewed editing, mixing, and mastering for radio broadcast.

On March 22, 2023 WAMC's News Director Ian Pickus took part in a panel hosted by the Saratoga Springs Public Library. Participants included News Anchors, Correspondents, Reporters and Journalists from around the Region. The panel gave the community a glimpse of the process that is used to gather and share the news.

On September 20, 2023, WAMC's News Director Ian Pickus hosted UAlbany's COMMS 475 class at the station. He reviewed the innerworkings of a newsroom and journalism for radio. Newsroom Intern Christian Hince lead the class on a tour of the station and reviewed programming and production.

Participation in job fairs by station personnel

June 5, 2023 – Albany Career and Job Fair in Latham, NY 9am-4pm (Kayla Sacco, Outreach Coordinator, and Jordan Yoxall, CFO).

September 27, 2023 – U Albany's Government & Non-profit Industry Focused Job and Internship Fair 1-4pm (Kayla Sacco, Outreach Coordinator)

Staff met with community members and students and discussed general opportunities available in broadcasting, public media and the differences between public and commercial broadcasting. WAMC was also able to discuss the specific open positions for 2023 in the news, administrative and operations departments.