



EEO PUBLIC FILE REPORT

February 1, 2022 - January 31, 2023

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Newark Public Radio, Inc./WBGO 88.3FM

Equal Employment Opportunity (EEO) Public File Report

February 1, 2022 – January 31, 2023

This report is being posted in compliance with Section 73.2080 (c) (6) of the Federal Communications Commission's EEO rules. The report may be found in the Public Inspection file at 54 Park Place, Newark, NJ and on the station's website at www.wbgo.org.

The following information may be found in this report:

1. A list of full-time vacancies filled by WBGO during the reporting period (2/1/2022-1/31/2023).
2. For each such vacancy, the recruitment sources utilized to fill the vacancy, identified by name, address, telephone number and contact person (as available & applicable).
3. The recruitment source that referred the successful candidate (hire) for each full-time vacancy during the reporting period.
4. Data reflecting the total number of candidates interviewed for the full-time vacancies during the reporting period and the total number of interviews referred by each recruitment source utilized in connection with such vacancies.
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080 (c) (6) of the FCC's EEO Rules during the reporting period.



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Listing of full-time vacancies, filled by WBGO during the reporting period:

Position Title	Successful Candidate Recruitment Source
Chief of Business Support	WBGO.org
Facilities Manager	WBGO.org
Individual Giving Management Associate	WBGO.org
Executive Producer, WBGO Studios	WBGO.org

Recruitment Source Contact

- WBGO.org**
Michele Ralph-Rawls, Chief Human Resources Officer
Newark Public Radio/WBGO 88.3FM
54 Park Place, Newark, NJ 07102
973-624-8880/ext. 244



EEO PUBLIC FILE REPORT

February 1, 2022 – January 31, 2023

1. **Chief of Business Support**

Reporting directly to the President & CEO, the Chief of Business Support (CBS) leads the media sponsorship sales effort representing Newark Public Radio's broadcasting station WBGO, 88.3FM and WBGO.org. The CBS will provide hands-on leadership to the team responsible for selling and creatively packaging sponsorship programs across the station's radio, digital and event platforms. With internal management and external market-facing responsibilities, the CBS will play a critical role in helping WBGO realize immediate revenue growth targets via existing radio platforms, while growing digital, event and multi-platform revenue. This position will have two (2) account executive direct reports. In addition to posting on the WBGO website (wbgo.org), other recruitment sourcing sites included: indeed.com, linkedin.com, and cpb.org (Corporation for Public Broadcasting). The successful candidate was an applicant from the wbgo.org recruitment website and started effective October 31, 2022.

2. **Facilities Manager**

Reporting directly to the Chief Human Resources Officer, the Facilities Manager maintains and oversees the station's physical plant to ensure that the work environment is clean, safe and functional. The incumbent's overall duties include negotiating service contracts with third party vendors, inspecting the station to ensure that protocols are in place to meet safety regulations, as well as coordinating renovations and updates. In addition to posting on the WBGO website (wbgo.org), the position was posted to indeed.com, linkedin.com, and cpb.org. The successful candidate was an applicant from the wbgo.org recruitment site and started in the position effective October 16, 2022.

3. **Individual Giving Management Associate**

Reporting to the Director of Individual Giving (hereafter "the Director"), the Development & Data Base Management Associate (hereafter "the Associate") will assist the Director and other Development and Membership staff. In addition to administrative support for the Development & Membership Departments, (primary functions centering on donor base management and prospect research), the Associate manages 2 additional revenue streams: Matching Gifts & Vehicle Donations. The Associate also assists the Director with communications and special activities specific to our JLS constituents and annual travel events.

This position was posted to wbgo.org, indeed.com, linkedin.com and cpb.org. The successful candidate was an applicant from WBGO.org and began working with WBGO effective November 9, 2022.

4. **Executive Producer, WBGO Studios**

Reporting to the Chief Content Officer, the Executive Producer is the lead orchestrator of radio programming for WBGO Studios Podcasts and Special Programming (which includes the following: *Come Sunday*, *Favorite Things*, *All Things Soul*, *Latin Jazz Cruise* and *Jazz Night in America*). WBGO Studios is the focal point for podcasting from the world's premier jazz radio station based in Newark, NJ. The incumbent will be highly organized with extensive entertainment experience and will know how to bring life to a creative vision. S/he will develop new talent in the podcast arena and seek to strengthen existing podcasts and special programming within our local community. The Executive Producer will also seek and develop relationships with potential collaborators and contributors who will offer valuable perspectives and/or distinctive expertise. While cultivating a work environment that meets the needs of long-term, collective projects, the Executive Producer will be a skilled negotiator who possesses strong business and marketing skills to direct a production's commercial elements.

This position was posted to wbgo.org, indeed.com, linkedin.com and cpb.org. The successful candidate was an applicant from WBGO.org and began working with WBGO effective January 17, 2023.



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Position Title	Recruitment Sources	# of Referrals	# of Interviewees	Candidate Selected
Chief of Business Support	Indeed	17	1	
	Linkedin	3	3	
	CPB	0	0	
	WBGO.ORG	1	1	Adrienne McWilliams
Facilities Manager	Indeed	46	3	
	Linkedin	9	0	
	CPB	2	1	
	WBGO.ORG	2	1	Oscar James
Individual Giving Management Associate	Indeed	6	2	
	Linkedin	6	1	
	CPB	2	1	
	WBGO.ORG	1	1	Carmen Balentine
Executive Producer – WBGO Studios	Indeed	15	3	
	Linkedin	2	1	
	CPB	2	1	
	WBGO.ORG	1	1	William Robinson



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Initiative undertaken pursuant to Section 73.2080 (c) (6) of the FCC's EEO Rules during the reporting period:

WBGO "INTRODUCTION TO JAZZ MEDIA" WORKSHOP SPRING 2022

The WBGO Jazz Media Workshop (JMW) is a 10-week program designed to introduce participants to basic concepts in audio production for radio broadcast and podcast platforms. The program was conducted via in-person and virtual sessions, with audio production specialists from WBGO, National Public Radio (NPR) and independent audio production professionals in broadcast and digital media. At the conclusion of the workshop, participants produced and/or hosted long and short form radio broadcasts and podcasts.

Participants comprised a mix of high school and college students with interests in broadcast management, operations and production. They were assigned a workshop mentor and decided on topics/themes for production. The 90-minute workshop components included:

- Basic principles of audio production: (proper equipment, digital audio workstations (DAW), best practices for microphone usage; announcing techniques; studio & location recording, editing & processing techniques
- Best practices for production of radio broadcasts: (basic techniques for non-music programs; basic techniques for documentary programs
- Best practices for podcast production: (music, non-music and documentary)
- Best practices for program planning and scripting: (program sequencing; writing a basic script; creating an outline/rundown)
- Best practices for curation, presentation types: ("sourcing"; essential differences between a "radio show" and a "podcast"; ideation - "brainstorming"; piloting; market "tests")
- Best practices for hosting: (music programs for radio; "spoken word" programs for radio; podcasts)
- Three (3) sessions for planning and producing individual programs and podcasts, facilitated by WBGO Production Staff; scheduled pursuant to participant availability. After completion of individual production work, each participant will be invited to present their work.