



**CBS 2 CHICAGO**

WBBM-TV  
22 W Washington  
Chicago, IL 60602

May 21, 2018

Attention Whomever It May Concern:

CBS 2 Chicago has an opening for the following position:

**Per Diem Graphic Artist**  
**Per Diem Photographer Editor**  
**Inventory Coordinator**  
**VP News Director**

Enclosed is the job description of the position for your review, including specific qualifications for candidates. Please make the job description available to appropriate individuals in your organization. Cover letters and resumes can be uploaded by going to <http://chicago.cbslocal.com/station/cbs-2/> and clicking on **For Info on Jobs at CBS**.

Please have each candidate credit your organization with the referral.

We are looking for exceptional and hard-working individuals that are connected to Chicago's various and diverse communities. Please note only qualified candidates will be contacted for an interview.

Sincerely,

**Ron Damron**

Controller | CBS 2 Chicago

Station WBBM-TV, an Equal Opportunity/Affirmative Action Employer, is dedicated to providing broad outreach regarding job vacancies at the station. We seek the help of local organizations in referring qualified applicants to our station.

## Ⓞ CBS 2 CHICAGO JOB OPENING

**TITLE:** VICE PRESIDENT      **DEPARTMENT:** News  
**NEWS DIRECTOR**  
**LEVEL:** Non-union Exempt      **DATE:** April 17, 2018

### PURPOSE OF POSITION:

- Lead a culture of winning and excellence in the station's news department.
- Responsible for the on-air execution of each newscast.
- Capable of evolving the on-air product technically to reflect the current competitive environment within the marketplace.
- Executes short and long term strategic goals for station.
- Provides solid leadership and tactical direction on the day-to-day coverage of major stories, breaking news and specials.
- Ensures that a balanced and ethical presentation is sustained in accordance with CBS policies and instructions, industry codes, FCC rules and station brand values.
- Implements a solid succession plan for all positions within the newsroom, beginning with careful search and recruitment techniques and continuing with effective mentoring, training and development.
- Prepares the News Department's budget and carefully manages all department expenses, while working closely with the Accounting Department.
- Works in concert with the other station Department Heads and management team to further evolve station brand, programs and new business development.

### Preferred Qualifications:

- Proven track record in a major market as news director, with a preference of a producing background. Demonstrate an ability to grow the news product and brand. Must be strong in original storytelling, photojournalism, well produced and balanced newscasts and knowing the stories that really matter in the market we serve. Set goals and execute news plans in accordance with station's goals. Must work well with people, demonstrate an ability to train and motivate and must work with all departments and corporate personnel. Have a positive and winning attitude.
- Bachelor's degree in Journalism or related field.

**POSTED DATE:** April 17, 2018      **SHIFT:** \_\_\_\_\_  
**CONTACT NAME:** Ron Damron      **SUPV TITLE:** President General Manager  
\_\_\_\_\_  
**SUPV NAME:** Derek Dalton  
\_\_\_\_\_

To upload a cover letter and resume, go to <http://chicago.cbslocal.com/station/cbs-2/> and click on "For Info on Jobs with CBS."

**It is the policy of CBS to afford equal opportunity to all, to discriminate against none, to take affirmative action to promote equal employment and advancement opportunity regardless of race, color, national origin, religion, sex, age, sexual orientation, disability, veteran's status, marital status, height or weight.**

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## ◎CBS 2 CHICAGO JOB OPENING

**TITLE:** Inventory Coordinator  
**LEVEL:** Full Time Non-Exempt

**DEPARTMENT:** Local Sales  
**DATE:** April 24, 2018

### PURPOSE OF POSITION:

Assist station sales management in strategically tracking and placing commercial inventory to maximize revenue.

### PRIMARY ACCOUNTABILITIES:

- Proficiency in Wide Orbit trafficking system.
- Move sales commercial inventory month to month and across dayparts to assist sales management in maximizing revenue potential for the station.
- Work directly with sales management and account executives to schedule makegoods and revisions in local and national offices.
- Identify missing copy and work with traffic and master control to ready spots for air.
- Work with marketing and traffic team to confirm and schedule various client integrations and productions to air.
- Double check commercial logs daily to ensure accuracy and best rotation of commercials, creative tags and client requirements.
- Coordinate paid programming materials between sales and traffic.
- Schedule station promos in Wide Orbit log and traffic master.
- Input promo #'s into both traffic master and Wide Orbit, provide backup lists to producers and master control.
- Work with Wide Orbit Hub to format station breaks.
- Show high degree of self-motivation and work well in a team environment.
- Must possess excellent time management skills and have ability to work under quick and changing deadlines.
- Other projects and duties as assigned by sales management.

**CORE COMPETENCIES:** Organized and detail oriented, able to work against tight deadlines. Must be sales and revenue focused.

### PREFERRED EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree
- Strong familiarity/experience with Wide Orbit broadcast traffic software.

**DATE POSTED:** April 2018  
**CONTACT NAME:** Stephanie Keenan

**SHIFT:** M-F 8:30-5:30  
**TITLE:** VP/Director of Sales

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## CBS 2 CHICAGO JOB OPENING

TITLE: PHOTOGRAPHER/EDITOR DEPARTMENT: NEWS  
LEVEL: Part time - Union/Non-Exempt DATE: April 26, 2018

### PURPOSE OF POSITION:

To cover news events and stories as a photojournalist for CBS 2 newscasts, local programming, support social media strategies and cbschicago.com. ENG field technician duties include but not limited to professional operation of broadcast cameras, digital microwave and satellite ENG vehicles, non-linear editing systems, and IP based broadcast applications.

### PRIMARY ACCOUNTABILITIES:

- Candidates should demonstrate knowledge and experience with all aspects of ENG news coverage, including Sony HD cameras, Edius non-linear editing, ENG lighting, microwave and satellite transmissions. Edit news stories under deadline pressure, while maintaining editorial integrity.
- Operate microwave and/or KU trucks
- Safely operating company vehicles, including microwave equipped vans and trucks, on potentially long drives in all weather conditions.
- Bring creativity and imagination to the job of broadcast storytelling
- Ensure that all daily show production deadlines are met
- Take extreme care to ensure that news equipment is protected from theft and damage.
- Consistently contribute to editorial process in team environment with story ideas and attention to production strategy.
- Other duties, as assigned.

### CORE COMPETENCIES:

- Results-Oriented and Innovative
- Excellent storytelling skills
- Ability to work under deadline pressure

### PREFERRED EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS:

- Five years' experience as a photographer and editor, preferably in a top 20 market.
- Bachelor's degree in journalism or similar field.
- Familiarity with Chicago area, desirable
- Strong non-linear editing background, including Edius
- Valid Illinois drivers license
- SNG experience with DOT certification a plus
- Drone ENG experience with FAA Part 107 certification a plus
- Strong computer skills

POSTED DATE: 4/26/18 SHIFT: TBD  
CONTACT NAME: Rick Kramer SUPV: Assist News Dir,  
NAME/TITLE: Karen Rariden

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## REQUIREMENTS OF CBS 2 NEWS PHOTOGRAPHERS

- Capable of potentially lengthy, physically and emotionally stressful assignments in the field. The unpredictable nature of news assignments often requires extending scheduled shifts on short notice.
- Physical ability to carry and manipulate at least 75lbs of gear, set up and breakdown broadcast production equipment, usually alone, and on tight deadlines. Activities include driving and positioning large, microwave equipped vans; operating and orienting retractable antenna masts within strict safety guidelines; executing long cable runs of perhaps several hundred feet; carrying, setting up and operating tripods, video cameras and batteries.
- Capable of driving company vehicles in all conditions and on potentially long (3 to 4 hour) drives to and from assignments.
- Flexibility regarding assigned work schedule, including the potential of regular shifts that involve weekends and/or late nights and/or overnights.
- Consistent ability to communicate reliably and credibly, especially about information related to safety issues in the field. Reliably communicate details associated with editorial content of stories and logistical information associated with production deadlines. The ability to gather important information at various news locations.
- Ability to deal with complex logistical situations in the field including the ability to compete for position with other news media, cope with interference from the public and inter-act with third-parties such as fire, police and security personnel.
- Consistent ability to interact with the co-workers and the public in a calm and professional manner.
- Candidate can adapt to writing content for air. Will contribute to social media strategies and multimedia journalism.