

Full-time Job Vacancies Filled August 1, 2019 through July 31, 2020

JOB VACANCY #1

POSITION: FULL-TIME Director of Finance and Human Resources

This position was filled on August 19, 2019 without posting and recruiting due to exigent circumstances as there was a need to immediately replace an employee who departed without notice and whose duties could not be fulfilled, even briefly, by other station employees. Specifically, a resignation resulted in an emergency situation for the station. The payroll, payments to vendors, employee benefits and the annual audit were in jeopardy. The President and CEO contacted a former colleague and asked her to take over this department as soon as possible.

Recruitment Source: Employee Referral
of total referrals generated for new position: 1
of total interviews generated for vacancy: 1

JOB VACANCY #2

POSITION: PART-TIME TEMPORARY POSITON Senior Communications Coordinator

This position was created as a support for our Development and Marketing Departments. It was unclear at the time if it would be part time temporary, part time permanent or a fulltime position. The position was filled fulltime on January 20, 2020. Between December 1, 2019 and January 15, 2020, we contacted representatives of the following agencies and businesses. These connections were made in person at various meetings and by phone. Total referrals: 18 Total interviews: 6. Position was filled by the individual referred by the following two sources:

Recruitment Source: Hult Marketing 619 SW Water St. #2a., Peoria, IL 61602 Contact Person: Dave Brown Phone Number: (309) 999-4022 # of total referrals generated for new position: 1	# of total interviews generated for new position: 1 Recruitment Source: Employee Referral # of total referrals generated for new position: 1 # of total interviews generated for new position: 1
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Additional recruitment sources that referred applicants for this position:

Recruitment Source: Bradley University Placement Office 1501 W. Bradley Avenue, 239 Sisson Hall, Peoria, IL 61625 Contact Person: Rennee Charles Phone Number: (309) 677-3223 # of total referrals generated for new position: 1 # of total interviews generated for new position: 0	# of total referrals generated for new position: 3 # of total interviews generated for new position: 0
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Recruitment Source: Children's Home 2130 Knoxville Ave, Peoria, IL 61603 Contact Person: Matt George Phone Number: (309) 685-1047 # of total referrals generated for new position: 1 # of total interviews generated for new position: 0	Recruitment Source: OSF Healthcare System 530 NE Glen Oak Ave., Peoria, IL 61637 Contact Person: Shelly Dankoff Phone Number: (309) 999-4022 # of total referrals generated for new position: 2 # of total interviews generated for new position: 0
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Recruitment Source: Goodwill Industries of Central Illinois 2319 E. War Memorial Dr., Peoria, IL 61614 Contact Person: Don Johnson Phone Number: (309) 682-1113 # of total referrals generated for new position: 2 # of total interviews generated for new position: 0	Recruitment Source: Peoria Area Chamber of Commerce 403 NE Jefferson Ave., Peoria, IL 61603 Contact Person: Jeff Griffin Phone Number: (309) 495-5900 # of total referrals generated for new position: 1 # of total interviews generated for new position: 0
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Recruitment Source: Peoria Convention and Visitor's Bureau 456 Fulton St. Suite #300, Peoria, IL 61602 Contact Person: J. D. Delfanso Phone Number: (309) 676-0303 # of total referrals generated for new position: 1 # of total interviews generated for new position: 0	Recruitment Source: Heart of Illinois United Way Agency 509 W. High St. Peoria, IL 61606 Contact Person: Jennifer Zammuto Phone Number: (309) 674-5181
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Recruitment Source:
Peoria Journal Star
1 News Plaza, Peoria, IL 61643
Contact Person: Phil Jordan
Phone Number: (309) 677-3223
of total referrals generated for new position: 4
of total interviews generated for new position: 4

Recruitment Source:
Peoria Promise Foundation
1718 N. Sterling Ave., Peoria, IL 61604
Contact Person: Mary Jo Schettler
Phone Number: (309) 999-4022
of total referrals generated for new position: 1
of total interviews generated for new position: 0

JOB VACANCY #3

POSITION: PART-TIME/FULL-TIME Director of Philanthropic Relations

This position was created as a branch of our Development Department for the implementation of effective fundraising efforts which include major donor cultivation, planned giving and grants. The position was filled on February 12, 2020 as a part time position and on March 23, 2020 became a fulltime position. Between January 20 and February 11, 2020, we contacted representatives of the following agencies and businesses. These connections were made in person at various meetings and by phone. Total referrals: 27 Total interviews: 7. Position was filled by the individual referred by the following four sources:

Recruitment Source:
Children's Home
2130 Knoxville Ave, Peoria, IL 61603
Contact Person: Matt George
Phone Number: (309) 685-1047
of total referrals generated for new position: 3
of total interviews generated for new position: 1

Recruitment Source:
Peoria Convention and Visitor's Bureau
456 Fulton St. Suite #300, Peoria, IL 61602
Contact Person: J. D. Delfanso
Phone Number: (309) 676-0303
of total referrals generated for new position: 2
of total interviews generated for new position: 2

Recruitment Source:
Heart of Illinois United Way Agency
509 W. High St. Peoria, IL 61606
Contact Person: Jennifer Zammuto
Phone Number: (309) 674-5181
of total referrals generated for new position: 3
of total interviews generated for new position: 3

Recruitment Source:
Peoria Promise Foundation
1718 N. Sterling Ave., Peoria, IL 61604
Contact Person: Mary Jo Schettler
Phone Number: (309) 999-4022
of total referrals generated for new position: 2
of total interviews generated for new position: 1

Additional recruitment sources that referred applicants for this position:

Recruitment Source:
Bradley University Placement Office
1501 W. Bradley Avenue, 239 Sisson Hall, Peoria, IL 61625
Contact Person: Rennee Charles
Phone Number: (309) 677-3223
of total referrals generated for new position: 1
of total interviews generated for new position: 0

Recruitment Source:
Goodwill Industries of Central Illinois
2319 E. War Memorial Dr., Peoria, IL 61614
Contact Person: Don Johnson
Phone Number: (309) 682-1113
of total referrals generated for new position: 2
of total interviews generated for new position: 0

Recruitment Source:
Boys & Girls Clubs of Greater Peoria, Inc.
806 E. Kansas St., Peoria, IL 61603
Contact Person: Bud Jenkins
Phone Number: (309) 685-6007
of total referrals generated for new position: 2
of total interviews generated for new position: 0

Recruitment Source:
Illinois Central College Job Placement office
L221, East Peoria, IL 61635
Contact Person: Tim Armstrong
Phone Number: (309) 694-5321
of total referrals generated for new position: 2
of total interviews generated for new position: 0

Recruitment Source:
Davis & Campbell, LLC
401 Main St. Suite #1600, Peoria, IL 61602
Contact Person: Amanda Campbell
Phone Number: (309) 673-1681
of total referrals generated for new position: 1
of total interviews generated for new position: 0

Recruitment Source:
John Bearce Companies
1870 Washington Rd., Washington, IL 61571
Contact Person: Jodi Bearce
Phone Number: (309) 444-4021
of total referrals generated for new position: 1
of total interviews generated for new position: 0

Recruitment Source:
Knox College
2 E. South St., Galesburg, IL 61401
Contact Person: Sherry McGill
Phone Number: (309) 341-7000
of total referrals generated for new position: 1
of total interviews generated for new position: 0

Recruitment Source:
OSF Healthcare System
530 NE Glen Oak Ave., Peoria, IL 61637
Contact Person: Shelly Dankoff
Phone Number: (309) 999-4022
of total referrals generated for new position: 2
of total interviews generated for new position: 0

Recruitment Source:
Peoria Area Chamber of Commerce
403 NE Jefferson Ave., Peoria, IL 61603

Contact Person: Jeff Griffin
Phone Number: (309) 495-5900
of total referrals generated for new position: 2
of total interviews generated for new position: 0

Recruitment Source:
Peoria Public Schools
3202 N. Wisconsin Ave, Peoria, IL 61603
Contact Person: Amanda Campbell
Phone Number: (309) 672-6512
of total referrals generated for new position: 1
of total interviews generated for new position: 0

Peoria Symphony Orchestra
101 State St., Peoria, IL 61602
Contact Person: George Stelluto
Phone Number: (309) 671-1096
of total referrals generated for new position: 2
of total interviews generated for new position: 0

Other recruitment sources frequently contacted to publicize full-time vacancies:

Name: Carver Community Action Agency
Address: 235 E. Main, Galesburg, IL 61402-0028
Contact Person: Personnel
Phone Number: (309) 342-0158

Name: Carver Community Center
Address: 710 W. Third Street, Peoria, IL 61605
Contact Person: Personnel
Phone Number: (309) 674-9219

Name: City of Peoria Workforce Development
Address: 211 Fulton Street, 3rd Floor, Peoria, IL 61602
Contact Person: Personnel
Phone Number: (309) 495-8900

Name: Illinois Job Service - Local Office
Address: 406 Elm Street, Peoria, IL 61605
Contact Person: Personnel
Phone Number: (309) 671-3113

Recruitment Source:
Name: Indeed.com
Address: 101 State Street, Peoria, IL 61602

Name: ISU Career Center
Address: 185 Student Services Building, Campus Box 2520
Normal, IL 61790
Phone Number: (309) 438-3539

Name: Mid Central Community Action Center
Address: 923 E. Grove, Bloomington, IL 61701
Contact Person: Personnel
Phone Number: (309) 829-0691

Name: Midstate College
Address: 411 Northmoor Road, Peoria, IL 61614
Contact Person: Personnel
Phone Number: (309) 692-4092

Name: Tri-County Peoria Urban League
Address: 317 S. MacArthur Highway, Peoria, IL 61605
Contact Person: Personnel
Phone Number: (309) 673-7474

Name: University of Illinois Career Connect
Address: P.O. Box 19243, Springfield, IL 62799-9243
Contact Person: Personnel
Phone Number: (217) 206-6222

Name: WTVP (website)
Address: www.wtvp.org
Contact Person: Personnel
Phone Number: (309) 677-4747

Name: WTVP (on air position announcement spots)
Address: 101 State Street, Peoria, IL 61602
Contact Person: Personnel
Phone Number: (309) 677-4747

WTVP PUBLIC FILE REPORT 2019-2020

Description of Long-Term Initiatives

Participation in Job Fairs: Our Studio Supervisor, Tracy Simmons, is responsible for entry-level hiring. She participated in one job fair at Bradley University during the report period. Due to COVID-19 restrictions, the usual job fair opportunities were not available. We customarily attend at least four fairs per year.

Internship Programs: We were fortunate to have one intern join us in the Production Department during the fall semester. Again, due to COVID 19 restrictions, the usual internship opportunities were not possible. Internship programs are established with Bradley University, Illinois State University, Illinois Central College and Eureka College. These internships have reiterated that broadcast television is still a viable employment opportunity and over the years have attracted a variety of employees.

Training Program for Station Personnel: Part-time crew members are regularly cross trained for camera operation, lighting, sound, set preparation and remote production. Crew members can continue to learn new skills and take on more responsibilities. We encourage those in our entry-level positions to learn new skills in preparation for possible careers. The experience gained by many crew members has offered them continued career growth in electronic media and related fields, both at WTVP and elsewhere. During 2019-2020, we had seven good months from July through January where we could conduct business as usual and produce live shows in our studio. This gave our 8 to 10 regular part-time crew members a great opportunity to polish their performance and learn new skills.

Participation in Other Activities to Disseminate Employment Information: Another means of obtaining entry-level employees is through our relationships with certain community organizations specializing in underserved populations. In addition to being notified of specific job openings at WTVP, these organizations are encouraged to refer job hunters to WTVP to apply for entry-level positions. Examples include the Tri-County Urban League and the Carver Community Center, both located in Peoria, Illinois

Sponsorship of Community Events: At WTVP we love our community, and they love us. Our Marketing Department and Production Department know how to put on a show and the response is impressive. These are the events we hosted in just nine months.

JULY WTVP Kids Writers Contest

Nearly 100 contest winners, families, friends and educators met in the WTVP studio for the annual PBS Kids Writers Contest winners' party. We celebrated these talented young writers and their families by treating them to a party in the WTVP Studio where the students received prizes including books, writing journals and a special t-shirt announcing them as winners.

JULY 23 Rainbow Readers

Hundreds of young readers participated in an area-wide library summer reading program. Local librarians from across Central Illinois recruit the best and brightest from their summer reading programs. Fifteen students took time out of their summers to come to the WTVP studio and film book reports about favorite stories they had read recently. These videos show the star readers chosen to represent each library. The reports are modeled after the "for-kids-by-kids" video book reports at the end of each episode of the classic PBS series *Reading Rainbow*.

AUGUST 6 Scramble the Seawolves Screening

The screening of this captivating story was attended by 115 guests. Narrated by Mike Rowe (*Dirty Jobs, Deadliest Catch*), *Scramble the Seawolves* is the little-known story of the U.S. Navy's first and only dedicated attack helicopter gunship squadron.

SEPTEMBER 14 Worldwide Day of Play (Peoria Glen Oak Park)

Nearly 2,500 area parents and children attended our local Day of Play at historic Peoria Glen Oak Park. A Daniel Tiger costumed character was a featured attraction, along with activity booths for all ages.

OCTOBER 12 Sesame Street 50th anniversary presentation

Sesame Street's 50th year was the perfect opportunity for a music and memory-filled special for the entire family. It's the biggest celebration ever on The Street, and lots of friends were on hand to share the fun on screen and at our local Pekin Library. We were joined by 50 guests.

OCTOBER 19 College Behind Bars Screening

This documentary film was viewed by 55 guests. This film is about a small group of incarcerated men and women struggling to earn college degrees and turn their lives around. A lively question and answer period was held after the screening.

OCTOBER-FEBRUARY State & Water Tapings

In its 5th season, *State & Water* tapings welcomed 700 guests who listened and danced to seven local bands over a five-month period. This event showcases local talent and introduces the public to our studio.

DECEMBER 1 Lydia Ahead of Her Time Screening

One hundred twenty guests enjoyed this in-studio screening of WTVP's local documentary that follows the journey of Lydia Bradley from her humble beginnings through her death. Entrepreneur, philanthropist, enthusiast of children's charities and education, Lydia was truly ahead of her time.

DECEMBER 31 PNC Bank sponsors a New Year's Eve for Children Event

WTVP had a *Grr-iffic* time with our friend Daniel Tiger and 2,000 of our closest friends at the PNC New Year's Eve Kids Event! Daniel met his biggest fans from Central Illinois and our favorite PBS kids!

JANUARY 7 Sanditon Screening

Fifty-five fans of *Masterpiece* dramas joined us for this exciting preview, a sneak peek at Jane Austen's final unfinished work as a lavish finished series. Noted screenwriter Andrew Davies (*Pride and Prejudice*, *Les Miserables*, Primetime Emmy winner for *Little Dorrit*) picks up Austen's plot and takes it in a glorious and satisfying direction.

MARCH 12 Peoria's Playground: A History of the Peoria Parks Screening

This WTVP local documentary looks at the past, present and future of Peoria's magnificent parks. The special screening was attended by 100 invited guests.

Events with Educational Institutions relating to Broadcast Career Opportunities: WTVP encourages tours of our facility by school groups, community agencies and the general public. Over 150,000 people have visited our facility over the past sixteen years. During tours, we emphasize broadcasting as a career choice and WTVP's specific need for talented and interesting individuals. This has resulted in a continuing varied pool of applicants. Some of these applicants have gone on to be employed by the station in various capacities.

During the last year, prior to COVID-19 restrictions, the station hosted tours for approximately 1,500 children between November 2019 and January 2020. That is 4th graders through Peoria Public Schools, girls scout troops, boy scout troops, American Heritage Girls and church youth groups who learned about different careers in electronic media, as well as the required skills for those careers.