

## **KEXP 90.3 FM, Seattle, WA**

### **EEO Annual Public File Report: October 1, 2018 – September 30, 2019**

This EEO Annual Public File Report is filed in KEXP's public file and posted at [www.kexp.org](http://www.kexp.org) in compliance with Section 73.2080(c)(6) of the FCC's rules.

If your organization would like to receive notice of vacancies, please contact us at 206-520-5800. All openings are posted at [www.kexp.org/jobs](http://www.kexp.org/jobs).

Friends of KEXP employs 67 full time (30+ hours/week) employees and is required to perform at least four outreach initiatives every two years.

#### **Equal Employment Opportunity Policy Statement**

KEXP has been, and will continue to be, committed to recruiting, hiring, developing, compensating, and promoting the best-qualified individuals for positions at all levels. In order to provide equal employment and advancement opportunities to all individuals, KEXP's employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, gender, national origin, age, disability, political ideology, veteran status, sexual orientation, gender identity, marital status, genetic characteristics, or any other class protected by law.

This statement reaffirms our dedication to the principles of Equal Employment Opportunity and our expectation that all employees will lend their full support to furthering KEXP's success through implementation of those principles.

**Vacancies and Hiring**

<b>Job Title</b>	<b>Date of Hire</b>	<b>Recruitment Sources Notified</b>	<b>Number of Interviews</b>	<b>Recruitment Sources of Interviews</b>	<b>Recruitment Source of Hire</b>
IT Operations Engineer	11/1/2018	1-7, 10-11, 15-27	4	1, 6, 11	1
Senior Arts & Public Affairs Producer	1/7/2019	1-7, 10-11, 15-27	5	2, 5, 6, 7, 10	10
Technical Program Manager & Scrum Master	1/15/2019	1-7, 10-11, 15-27	8	1, 2, 3, 6, 7	6
Development Communications Manager	1/28/2019	1-7, 10-11, 13, 15-27	4	2, 7, 13	2
Live Performances Booking Coordinator & Midday Show Assistant	3/18/2019; 8/8/2019	1-7, 10-11, 15-27	8	1, 2, 5, 6, 7, 10	5, 6
Account Executive, Business Support & Underwriting	5/15/2019	1-7, 10-12, 15-27	6	2, 6, 7, 11	2
Volunteer Engagement Manager	6/10/2019	1-7, 10-11, 13, 15-27	14	1, 2, 7, 11, 13	7
Software Developer	6/24/2019	1-7, 10-12, 15-27	8	1, 2, 6, 7, 12	2
Data & Reporting Specialist	6/24/2019	1-7, 10-11, 13, 15-27	6	2, 5, 7, 13	7
Sales Representative, Business Support	9/9/2019	1-7, 10-11, 15-27	3	2, 7	7

**Total Interviews Conducted: 66**

**Total Full-Time Employees Hired: 11**

Please note that recruitment sources 15-27 correspond to our community referral organizations, listed on page 5.

In addition, some sources listed are used only when appropriate for the specific job opening, not for all positions.

## Recruitment Sources

#	Name	Contact Information	Type of Source	# of Interviewees
1.	KEXP Website	<a href="http://www.kexp.org/about/jobs">www.kexp.org/about/jobs</a>	Station website	8
2.	KEXP on-air spot	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Radio broadcast	17
3.	KEXP Facebook	<a href="http://www.facebook.com/kexp.fm">www.facebook.com/kexp.fm</a>	Station social networking page	1
4.	KEXP Twitter	<a href="https://twitter.com/kexp">twitter.com/kexp</a>	Station social media page	
5.	Current employees	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Current employees notified by internal job announcement email	3
6.	Employee referral	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Referral from current employee	9
7.	Community referral		Referral from community member who is not an employee	15
8.	Seattle Times	Susie Marin 206.652.6533 <a href="mailto:smarin@seattletimes.com">smarin@seattletimes.com</a>	Local newspaper	
9.	NW Jobs	Susie Marin 206.652.6533 <a href="mailto:smarin@seattletimes.com">smarin@seattletimes.com</a>	Online job board of local newspaper	
10.	Office of Film + Music newsletter	Joe Mirabella <a href="mailto:joe.mirabella@seattle.gov">joe.mirabella@seattle.gov</a>	City of Seattle film and music industry newsletter	2
11.	Indeed	<a href="http://www.indeed.com">www.indeed.com</a>	Online job board	5
12.	LinkedIn	<a href="http://www.linkedin.com">www.linkedin.com</a>	Business-related social networking website	1
13.	Idealist	<a href="http://www.idealists.org">www.idealists.org</a>	Online job board for non-profits	5
14.	Hack the CD	23 <sup>rd</sup> Ave. S, Seattle, WA <a href="mailto:hackthecd@gmail.com">hackthecd@gmail.com</a>	Non-profit focused on promoting success for African-American residents of Seattle in tech-related positions and industries	

15.	Art Institute of Seattle	<a href="http://www.aii.edu">www.aii.edu</a> 2323 Elliott Ave. Seattle, WA 98121	Art-focused academic institution	
16.	Asian Counseling & Referral Services	<a href="http://www.acrs.org">www.acrs.org</a> 3639 Martin Luther King Jr. Way S Seattle, WA 98144	Non-profit focused on empowering Asian-Americans and Pacific Islanders	
17.	Bellevue College	<a href="http://www.bellevuecollege.edu">www.bellevuecollege.edu</a> 3000 Landerholm Circle SE Bellevue, WA 98007-6406	Community college career services	
18.	Catholic Community Services	<a href="http://www.ccsww.org">www.ccsww.org</a> 100 23 <sup>rd</sup> Avenue S Seattle, WA 98144	Religious service organization	
19.	City University	<a href="http://www.cityu.edu">www.cityu.edu</a> 521 Wall Street, Suite 100 Seattle, WA 98121	University career services	
20.	Courage 360	<a href="http://www.courage360.org">www.courage360.org</a> 3516 S 47 <sup>th</sup> St., #205 Tacoma, WA 98409	Non-profit focused on economic self-sufficiency for low-income women and families	
21.	Central Washington University	<a href="http://www.cwu.edu">www.cwu.edu</a> 400 E. University Way Ellensburg, WA 98926	University career services	
22.	Evergreen State College (KAOS Radio)	<a href="http://www.evergreen.edu">www.evergreen.edu</a> 2700 Evergreen Parkway NW Olympia, WA 98505	College radio station	
23.	Green River Community College	<a href="http://www.greenriver.edu">www.greenriver.edu</a> 12401 SE 320 <sup>th</sup> Street Auburn, WA 98092-3622	Community college career services	
24.	Pacific Lutheran University	<a href="http://www.plu.edu">www.plu.edu</a> 12180 Park Avenue S. Tacoma, WA 98447	University career services	
25.	UIATF Native Workforce Services Program	<a href="http://www.unitedindians.org">www.unitedindians.org</a> Discovery Park P.O. Box 99100 Seattle, WA 98139	Non-profit focused on cultural and social services for indigenous people of Puget Sound	

26.	University of Puget Sound	<a href="http://www.ups.edu">www.ups.edu</a> 1500 N. Warner St. Tacoma, WA 98416	University career services	
27.	Urban League of Metropolitan Seattle	105 14 <sup>th</sup> Avenue, Ste. 200 Seattle, WA 98122 <a href="mailto:info@urbanleague.org">info@urbanleague.org</a>	Email list of non-profit empowering African Americans in Seattle	
28.	AFP Advancement Northwest	<a href="http://www.afpadvancementnw.org">www.afpadvancementnw.org</a> 2150 N 107 <sup>th</sup> St, Ste 205 Seattle, WA 98133	Professional association for fundraisers	
29.	Philanthropy Northwest	<a href="http://www.philanthropynw.org">www.philanthropynw.org</a> 2101 Fourth Avenue, Suite 650 Seattle, WA 98121 <a href="mailto:info@philanthropynw.org">info@philanthropynw.org</a>	Online job board for non-profit opportunities in the Northwest	
30.	WorkSource Washington	<a href="http://www.worksourcewa.com">www.worksourcewa.com</a> 888-316-5627	Washington State online job board	
31.	Greater Public Job Line	greaterpublic.org/jobline 401 North 3 <sup>rd</sup> Street, Suite 370 Minneapolis, MN 55401 (888) 454-2314	Online job board for public media opportunities	
32.	The Nonprofit Network	<a href="http://www.thenonprofitnetwork.org">www.thenonprofitnetwork.org</a> 4018 City Terrace Drive Los Angeles, CA 90063	Online job board for non-profit opportunities	
33.	Craigslist	seattle.craigslist.org	Online job board	
34.	Monster	<a href="http://www.monster.com">www.monster.com</a>	Online job board	
35.	HuskyJobs	<a href="http://careers.uw.edu">careers.uw.edu</a> 134 Mary Gates Hall Box 352810 Seattle, WA 98195	University of Washington online job board	

Since our community referral organizations have not been a productive source of interviewees, over the course of the following year, we intend to contact them and ask if we are providing the information they need and see if there is something different we can do to help draw applicants. We also expect to add more community referral organizations through outreach efforts in the coming year.

## **Community Referral Organizations**

Art Institute of Seattle  
2323 Elliott Ave.  
Seattle, WA 98121  
[aisjobs@aii.edu](mailto:aisjobs@aii.edu)

Asian Counseling & Referral Services  
3639 Martin Luther King Jr. Way S  
Seattle, WA 98144  
[employmentprogram@acrs.org](mailto:employmentprogram@acrs.org)

Bellevue College  
3000 Landerholm Circle SE  
Bellevue, WA 98007-6406  
[careers@bellevuecollege.edu](mailto:careers@bellevuecollege.edu)

Catholic Community Services  
100 23rd Avenue S  
Seattle, WA 98144  
[nwejobs@ccsww.org](mailto:nwejobs@ccsww.org)

City University  
521 Wall Street, Suite 100  
Seattle, WA 98121  
[careers@cityu.edu](mailto:careers@cityu.edu)

Courage 360  
3516 S 47th St., #205  
Tacoma, WA 98409  
[wendys@courage360.org](mailto:wendys@courage360.org)

CWU Career Services  
400 E. University Way  
Ellensburg, WA 98926

[career@cwu.edu](mailto:career@cwu.edu)

Evergreen State College (KAOS Radio)  
2700 Evergreen Parkway NW  
Olympia, WA 98505  
[kaos@evergreen.edu](mailto:kaos@evergreen.edu)

Green River Community College  
12401 SE 320th Street  
Auburn, WA 98092-3622  
[workforce@greenriver.edu](mailto:workforce@greenriver.edu)

Pacific Lutheran University  
12180 Park Avenue S.  
Tacoma, WA 98447  
[career@plu.edu](mailto:career@plu.edu)

UIATF Native Workforce Services Program  
Discovery Park  
P.O. Box 99100  
Seattle, WA 98139  
[yspencer@unitedindians.org](mailto:yspencer@unitedindians.org)

University of Puget Sound  
1500 N. Warner St.  
Tacoma, WA 98416  
[ces@ups.edu](mailto:ces@ups.edu)

Urban League of Metropolitan Seattle  
105 14<sup>th</sup> Avenue, Ste. 200  
Seattle, WA 98122  
[info@urbanleague.org](mailto:info@urbanleague.org)

## Outreach Initiatives

### 1. Tours

KEXP Tours are offered 7 days/week, at 10:00 am and 2:00 pm June through August and 2:00 pm only September through May. They are free of charge and last approximately 45 minutes. They include information about the different job positions and departments at KEXP. We offer tours to locals, tourists, school groups and other community groups. Over 2,000 people have toured KEXP this year, starting in May 2019.

Our program of tours is overseen by Anahí Sánchez Sandoval, Volunteer Engagement Manager.

### 2. Internship Fairs and Career Days

Susan James, Education & Community Programs Manager, participated in the following career and internship fair by distributing information about our internship and volunteer programs, collecting resumes, gathering email addresses, and answering questions about the station:

City of Music Career Day - Sponsored by One Reel; Office of Film + Music; Office of Arts & Culture; EMP Museum; The Vera Project; Boeing  
4/26/2019

### 3. Employee Training Program

KEXP has established a professional development program for staff that funds work-related training on an individual or team level through applications to a centrally-held budget, assessed and decided by Rebecca Denk, Director of Finance & HR, and Elisabeth Severson, HR Manager. In addition, broadly applicable training on multiple subjects has been provided to staff members through optional sessions held at KEXP.

#### 4. Internships

KEXP's internship program seeks to provide interns from historically under-invited communities with hands-on experience in the nonprofit arts sector. Our program is designed to develop and equip emerging leaders interested in furthering their careers in a broad array of fields including music programming and production, audio engineering, education, and events.

Our interns learn skills in business communication, project management, problem-solving, audio technology, database management and more. These skills and experiences offer our interns a unique ground-level glimpse of the day-to-day life of a community-supported radio station and arts organization, while offering relationship building and networking opportunities with individuals throughout the music industry. All internships are paid a stipend.

Internships are a 6 month commitment from May to November. Our interns come from a variety of Seattle-area colleges and universities, including the University of Washington and Shoreline Community College. We also have students who volunteer with us who attend Franklin High School, Northwest School, Highline College, and Gibson Ek High School.

Our internship program is administrated by Anahí Sánchez Sandoval, Volunteer Engagement Manager.

##### Active Intern Positions for 2019:

Education Intern  
Supervisor: Sharlese Metcalf, Education Coordinator

Creative Audio Production Intern  
Supervisor: Will Myers, Creative Producer

Events Intern  
Supervisors: McKenna Haley & Andrea Friedman,  
Events Producers

Morning Show Production Intern  
Supervisor: Owen Murphy, Morning Show &  
Programming Producer

Afternoon Show Production Intern  
Supervisor: Kelsey Brannan, Afternoon Show Producer  
& Project Manager

Audio Post-Production Intern  
Supervisor: Matt Ogaz, Senior Production Engineer