

# Continued...

## EXECUTIVE ASSISTANT - INFINITY RADIO, AUSTIN

Infinity Radio of Austin is looking for an Executive Assistant.

### Requirements:

Applicants should possess excellent communication skills and working knowledge of MS Word, Excel, PowerPoint, and the Internet. You must be organized, detail oriented, and able to multi-task. We offer a competitive salary and a lively work environment. Some HR experience is preferred.

### Responsibilities:

One of the main responsibilities of the Executive Assistant is to ensure that the office needs are met. This is achieved through attendance of monthly department head meetings, clear communication between all departments and maintenance of files pertinent to Corporate requirements, EEO, FCC, Accounting and Sales. Candidate will work closely with our Department Heads regarding company policies and procedures, recruitment, personnel issues, and benefits. Please send resume and salary requirements to (512) 329-6255. EEOE

Please respond with resume and salary requirements to Human Resources:

**Fax** (512) 329-6255

**EEO**

If you have a job opening at your station that you would like to add, please email a short description (50 words or less) to [amy.carter@twcable.com](mailto:amy.carter@twcable.com).



If you would like to add or delete someone from the AWRT mailing list, please contact Beth Bobbitt at [beth@tab.org](mailto:beth@tab.org)

# Medi Links

An A.W.R.T Chapter Publication

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## Congratulations to the 2005-2006 AWRT Board of Directors!

President - Mary Strickland- KVUE Television  
Vice President – Stephanie Morton- Time Warner Cable  
Treasurer - Dorothy Polanco- MQ&C  
Secretary – Cathy Guerra- Infinity Broadcasting  
Membership Chair - Wendy Wheless- KVUE Television  
The Battle Chair - Susan Knechtel and Misty Crayton- KVUE  
Sweetheart Auction - Christina Waugh- Infinity  
Christina Rinken- Infinity and Misty Carter-Longhorns Limited  
Trailblazer Awards Gala/ Special Events –  
Christie Humphries-KVUE Television  
Ray Eve Mason- Austin Business Journal  
Historian/Photographer – Lisa King-Time Warner Cable  
Scholarship Chair - Susan Kelly- Univision & Scott Luther- Infinity  
Publicity Chair/Newsletter – Amy Carter- Time Warner Cable  
Programming Chairs – Amy Coplen- KXAN Television  
Gwen Throckmorton- Time Warner Cable  
Government Relations Chair - Pam Powers- Time Warner Cable  
Hospitality Chairs - Laura Valentino-Univision,  
Christine Martinez-Univision, and Sherry Nuckolls-Infinity  
Website Coordinator - Misty Crayton- KVUE TV

**Thank you to our corporate sponsors:**



## PRESIDENT'S WORD

The Austin Chapter of AWRT is proud to welcome our new Board of Directors for 2005-2006. We are very pleased to have 13 returning members as well as 9 new faces on the board this year!

We are currently making plans for our June and August luncheons as well as the annual Preview Party in July. If you are interested in becoming more involved with AWRT or have ideas for upcoming events, please contact one of the board members. We are always looking for new ways to improve our events and meet the needs of our membership.

Mary Strickland  
AWRT Chapter President



Celebrate 30 Years of  
the Gracie Awards

We are pleased to invite you to participate in the 30th Annual Gracie Awards while supporting the Foundation of AWRT as well as your industry colleagues and peers.

National and Grand Award Winners will be honored at the Gracies Gala on June 22 at the Marriott Marquis in New York.

Local Market, Public and Student Award Winners will be honored at the Gracies Luncheon on June 23 at the Tavern on the Green in New York.

To purchase tickets, please visit

[http://www.awrt.org/awards/gracie\\_allen.html](http://www.awrt.org/awards/gracie_allen.html) or contact

703-506-3290.

# MARK YOUR CALENDARS!

The next AWRT Luncheon will be held on:

JUNE 8<sup>th</sup>

11:30 – 1PM

Austin Woman's Club

708 San Antonio Street

More details to come.....go to  
[www.awrtaustin.org](http://www.awrtaustin.org) for more information on  
upcoming events!

## Career Corner...

### KXBT-FM TRAFFIC DIRECTOR - INFINITY RADIO, AUSTIN

The Traffic Director is primarily responsible for inventory control management. Traffic Director reports directly to the Traffic Manager. In addition to assisting the GSM and AEs, the Traffic Director works mainly with the DOS, Account Executives, Sales Assistants, Program Directors, Promotion Departments and Production.

The responsibilities of the Traffic Director will include, but are not limited to:

1. Inventory Control. Enter all orders, print contracts, work spots in and electronic reconciliation.
2. Print commercial logs daily. Merge commercial logs with Scott System. Scott System prints out discrepancy report.
3. Ensure all spots and copy are accounted for before close of business.
4. Each morning print audit report and verify that log is signed by on-air staff and all spots ran correctly.
5. Generate special billing reports once a month including audit reports.
6. Backup other Traffic Directors as needed.
7. Follow up with Account Executives daily to ensure everything is done correctly.
8. Meet with New Hires to review role in the company and how you will work together.

Please respond with resume and salary requirements to  
Human Resources Attention: Deniese Dunavin

**Fax** (512) 329-6255

**EEO**