

KTVF/KXDF/KFXF has an opening for the following position:

Sales Assistant/Special Events Coordinator

#### Gray Television

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. We own and operate leading media outlets in over 94 markets throughout the country – all delivering the news, weather, sports and entertainment that millions of our neighbors count on every day. We are an unmatched broadcast pioneer that keeps getting bigger and better.

#### About KTVF:

KTVF/KXDF/KFXF are the NBC, CBS and MeTV/MyNetwork affiliated stations serving the interior of Alaska with award winning local news, great entertainment and public service to the Fairbanks community. KTVF and KXDF, our news producing stations, have been the launching point for many journalists and producers who have moved up in the ranks and are now successfully filling key roles in stations throughout the country.

Fairbanks, the gateway to the arctic, is a destination full of adventure. You can enjoy all four seasons from 85-degree summers with midnight sun to a winter full of snow, mushing and the aurora borealis. The people of Fairbanks are friendly, hardworking and are very welcoming.

#### Job Summary:

Duties include administrative support of the sales staff, creating sales packages and database maintenance, as well as generating new business for alternative revenue streams including web and special events. He/she will assist with station promotions, answer main phone line, and process news dub requests. Ideal candidate will be highly organized, detail-oriented, possess excellent computer skills and have the ability to think creatively.

To apply, please go to: <https://gray.tv/applynow>

#### Additional Info

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray Television's employees to perform their job duties may result in discipline up to and including discharge.