

2018 ANNUAL EEO PUBLIC FILE REPORT

All Classical Public Media, Inc.

Stations: KQAC(FM), Portland, OR
KQHR(FM), The Dalles, OR
KQMI (FM), Manzanita, OR
KQOC(FM), Gleneden Beach, OR

Reporting Period: September 21, 2017 – September 20, 2018

No. of Full-time Employees: More than 10
Small Market Exemption: No

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Participated in at least 4 **job fairs** by station personnel who have substantial responsibility in making hiring decisions.*

PSU All Majors Career + Internship Fair

Location: Portland State University Smith Memorial Student Union
Portland, OR
Date: 05-01-2018
Participants: Office Manager

iUrban Teen STEM Summit

Location: Portland Community College - Cascade campus
Date: 05-05-2018
Participants: Donor Engagement
Coordinator/JOY Program Director

Beaverton Youth Summit

Location: The Beaverton Building
Date: 04-07-2018
Participants: Donor Engagement
Coordinator/JOY Program Director, CEO

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

Between September 2017 – September 2018 all station staff trained four interns in a variety of skills, including but not limited to;

- CD cataloguing with Music Director
- Responding to listener questions
- Program distribution with Operations Administrator

- Blogging
- General office administration including processing donor contributions in Fundraising Dept.
- Assistance with ratings tracking
- Program production
- Sound editing
- General assistance during pledge drives
- Event assistance
- Event tabling at arts partner concerts

Interns averaged 20 hrs. per week.

Established **Youth Roving Reporters**, a journalism scholarship program wherein All Classical Portland on-air hosts mentor exceptional high school students. From September 2017 through September 2018, 6 youth reporters attended 12 local arts events, interviewed the artists involved, and effectively communicated the impact of the arts on their communities in a 5-minute, produced radio segment. Each participant is encouraged to conduct in-depth interviews with artistic leaders and performers, highlighting our region's vibrant arts community through their own perspective.

*Participated in **job banks, internet programs**, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).*

Engaged the community on our Facebook page at:
<http://www.facebook.com/AllClassicalPortland>
 and also on our Twitter page at:
<http://twitter.com/AllClassicalFM>

Distributed weekly electronic newsletter to thousands of subscribers that is free and available to the general public.

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

Director of Donor Engagement and Donor Engagement Coordinator attended:
 Organization: Willamette Valley Development Officers
 Event: Regional Conference.
 Date: 07-12-2018
 Location: Hilton Portland Downtown

Engagement Coordinator attended one training event:
 Organization: Association of Fundraising Professionals

Event: How to raise money and retain donors with your newsletter
Date: 03-07-2018
Description: A discussion of best practices in creating content for email newsletters that keep donors engaged with your organization.

Director of Donor Engagement attended two training events:

Organization: Chronicle of Philanthropy
Event: Donor-Advised Funds: The Basics
Date: 04-26-2018
Description: An overview of donor-advised funds, the different types of sponsoring organizations, their impact on charitable giving, and insights into the donors who set up these funds.

Organization: Chronicle of Philanthropy
Event: The New Tax Law: Make your charity a winner
Date: 05-08-2018
Description: An overview of changes in the new tax law and the implications for charitable giving.

*Listed each **upper-level** category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.*

Listed each open position on the jobs board of the National Hispanic Media Coalition.

*Participated in **other** activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.*

Hosted a **tour and presentation** at the station for fifteen children from Camp Rosenbaum/Portland Police Bureau Youth Camp, a community-building nonprofit whose mission is to provide life enhancing opportunities for low-income young people through mentoring, camp and athletic programs. Provided an in-depth presentation on June 21, 2018, which included the children being present for our Thursdays at Three live broadcast and performance.

Hosted 3 public open house/tour events at the Station. Station staff spoke to a combined attendance of over 1,000 people of all ages, and from a wide variety of backgrounds. Station staff spoke about their broadcasting careers and their employment backgrounds, & generally how they came to work at the station.

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
11/06/2017	Assistant Program Director, Producer & On-Air Host	Internal referral
02/28/2018	Full Stack Web Developer	LinkedIn – LinkedIn.com
07/24/2018	Development & Marketing Associate	Regional Arts & Culture Council – racc.org
07/30/2018	Office Manager	All Classical Portland Website – allclassical.org
07/30/2018	VP of Strategy & Operations	Internal referral
08/01/2018	Chief Engineer	Glassdoor Job Search – glassdoor.com
09/17/2018	ICAN Program Manager, Producer & On-Air Host	Internal referral

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 29

Recruitment Sources Referring Interviewees during Reporting Period	Number of Persons Interviewed that the Source Referred
All Classical Public Media, Inc. website – allclassical.org	13
LinkedIn - linkedin.com	3
Corporation for Public Broadcasting – cpb.org	2
Society of Broadcast Engineers – sbe.org	1
Regional Arts & Culture Council – racc.org	1
Glassdoor - www.glassdoor.com/	1
Facebook - www.facebook.com/AllClassicalPortland	1
Mac’s List - www.macslis.org	1
Internal referral	5
Industry contacts	1

RECRUITING SOURCES USED

Job Title of Position: Assistant Program Director, Producer & On-Air Host

Date of Hire: 11-06-2017

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS/WEBSITE OF SOURCE
All Classical Public Media, Inc. website	N	Website	McLane Harrington, mclane@allclassical.org	www.allclassical.org/about/employment/
Black United Fund of Oregon	N	Website		http://bufor.org/index.php/site/job-index
Corporation for Public Broadcasting	N	Website		http://www.cpb.org/jobline/submit.php
Mt Hood Community College	N	Website	Jennifer Edwards, jennifer.edwards@mhcc.edu	http://www.mhcc.edu/
National Hispanic Media Coalition	N	Website		www.nhmc.org
Oregon Association of Broadcasters	N	Website		theoab@theoab.org
Portland Community College	N	Website	John Kontos, john.kontos@pcc.edu	http://www.pcc.edu/resources/careers/employer-services/
Society of Broadcast Engineers	N	Website	info@sbe.org	http://www.sbe.org/sections/jl_submit.php
Community Nonprofit Resource Group	N	Website		http://www.cnrg-portland.org/#!post/c1c8a
Regional Arts & Culture Council	N	Website	Mary Bauer, mbauer@racc.org	http://www.racc.org/resources/jobs

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Full Stack Web Developer & New Media Manager

Date of Hire: 02-28-2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS/WEBSITE OF SOURCE
All Classical Public Media, Inc. website	N	Website	McLane Harrington, mclane@allclassical.org	www.allclassical.org/about/employment/
Black United Fund of Oregon	N	Website		http://bufor.org/index.php/site/job-index
Career Center Jobs	N	Website		http://careercenterjobs.org/
Mt Hood Community College	N	Website	Jennifer Edwards, jennifer.edwards@mhcc.edu	http://www.mhcc.edu/
National Hispanic Media Coalition	N	Website		www.nhmc.org
Oregon Association of Broadcasters	N	Website		theoab@theoab.org
Portland Community College	N	Website	John Kontos, john.kontos@pcc.edu	http://www.pcc.edu/resources/careers/employer-services/
Society of Broadcast Engineers	N	Website	info@sbe.org	http://www.sbe.org/sections/jl_submit.php
Community Nonprofit Resource Group	N	Website		http://www.cnrp-portland.org/#!post/c1c8a
Regional Arts & Culture Council	N	Website	Mary Bauer, mbauer@racc.org	http://www.racc.org/resources/jobs
Music Jobs	N	Website		https://us.music-jobs.com/registration/company.php
Oregon WorkSource	N	Website		https://empportal.emp.state.or.us/mprod_imscod_dad/pkg_general.proc_navigate
OSU	N	Website	Carrie Norris-Sanchez, carrie.norrissanchez@oregonstate.edu	http://career.oregonstate.edu/employers/post-jobsinternships
PSU	N	Website	hirepsu@pdx.edu	https://portlandstate.joinhandshake.com/jobs/new
UO	N	Website		https://career.uoregon.edu/employer/duckconnect/
LinkedIn	N	Website		https://www.linkedin.com/

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Development and Marketing Associate

Date of Hire: 07-24-2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS/WEBSITE OF SOURCE
All Classical Public Media, Inc. website	N	Website	McLane Harrington, mclane@allclassical.org	www.allclassical.org/about/employment/
Black United Fund of Oregon	N	Website		http://bufor.org/index.php/site/job-index
Career Center Jobs	N	Website		http://careercenterjobs.org/
Mt Hood Community College	N	Website	Jennifer Edwards, jennifer.edwards@mhcc.edu	http://www.mhcc.edu/
National Hispanic Media Coalition	N	Website		www.nhmc.org
Oregon Association of Broadcasters	N	Website		theoab@theoab.org
Portland Community College	N	Website	John Kontos, john.kontos@pcc.edu	http://www.pcc.edu/resources/careers/employer-services/
Society of Broadcast Engineers	N	Website	info@sbe.org	http://www.sbe.org/sections/jl_submit.php
Community Nonprofit Resource Group	N	Website		http://www.cnrg-portland.org/#!/post/c1c8a
Regional Arts & Culture Council	N	Website	Mary Bauer, mbauer@racc.org	http://www.racc.org/resources/jobs
Music Jobs	N	Website		https://us.music-jobs.com/registration/company.php
Oregon WorkSource	N	Website		https://empportal.emp.state.or.us/mprod_imscod_dad/!pkg_general.proc_navigate
OSU	N	Website		http://career.oregonstate.edu/employers/post-jobsinternships

RECRUITING SOURCES USED

Job Title of Position: Office Manager

Date of Hire: 07-30-2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS/WEBSITE OF SOURCE
All Classical Public Media, Inc. website	N	Website	McLane Harrington, mclane@allclassical.org	www.allclassical.org/about/employment/
Mt Hood Community College	N	Website	Jennifer Edwards, jennifer.edwards@mhcc.edu	http://www.mhcc.edu/
National Hispanic Media Coalition	N	Website		www.nhmc.org
Portland Community College	N	Website	John Kontos, john.kontos@pcc.edu	http://www.pcc.edu/resources/careers/employer-services/
Society of Broadcast Engineers	N	Website	info@sbe.org	http://www.sbe.org/sections/jl_submit.php
Community Nonprofit Resource Group	N	Website		http://www.cnrg-portland.org/#!post/c1c8a
Regional Arts & Culture Council	N	Website	Mary Bauer, mbauer@racc.org	http://www.racc.org/resources/jobs
Music Jobs	N	Website		https://us.music-jobs.com/registration/company.php
OSU	N	Website	Carrie Norris-Sanchez, carrie.norris-sanchez@oregonstate.edu	http://career.oregonstate.edu/employers/post-jobsinternships
LinkedIn	N	Website		https://www.linkedin.com/
Mac's List	N	Website	jobs@macslist.org	https://jobs.macslist.org/
Facebook	N	Website		https://www.facebook.com/pg/AllClassicalPortland/jobs/?ref=page_internal

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: VP of Strategy & Operations

Date of Hire: 07-30-2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS/WEBSITE OF SOURCE
All Classical Public Media, Inc. website	N	Website	McLane Harrington, mclane@allclassical.org	www.allclassical.org/about/employment/
Mt Hood Community College	N	Website	Jennifer Edwards, jennifer.edwards@mhcc.edu	http://www.mhcc.edu/
National Hispanic Media Coalition	N	Website		www.nhmc.org
Oregon Association of Broadcasters	N	Website		theoab@theoab.org
Portland Community College	N	Website	John Kontos, john.kontos@pcc.edu	http://www.pcc.edu/resources/careers/employer-services/
Society of Broadcast Engineers	N	Website	info@sbe.org	http://www.sbe.org/sections/jl_submit.php
Community Nonprofit Resource Group	N	Website		http://www.cnrg-portland.org/#!post/c1c8a
Regional Arts & Culture Council	N	Website	Mary Bauer, mbauer@racc.org	http://www.racc.org/resources/jobs
Corporation for Public Broadcasting	N	Website		http://www.cpb.org/jobline/submit.php
Mac's List	N	Website		https://jobs.macslist.org/
Urban League of Portland	N	Website		http://ulpdx.org/jobs/
Handshake**	N	Website		https://portlandstate.joinhandshake.com/jobs/new

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

**List of schools in Handshake: Concordia University Portland, George Fox University, Lewis & Clark College, Oregon State University, Pacific University, Portland State University, University of Portland, Warner Pacific University, Western Oregon University, Willamette University

RECRUITING SOURCES USED

Job Title of Position: Chief Engineer

Date of Hire: 08-01-2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS/WEBSITE OF SOURCE
All Classical Public Media, Inc. website	N	Website	McLane Harrington, mclane@allclassical.org	www.allclassical.org/about/employment/
Mt Hood Community College	N	Website	Jennifer Edwards, jennifer.edwards@mhcc.edu	http://www.mhcc.edu/
National Hispanic Media Coalition	N	Website		www.nhmc.org
Oregon Association of Broadcasters	N	Website		theoab@theoab.org
Portland Community College	N	Website	John Kontos, john.kontos@pcc.edu	http://www.pcc.edu/resources/careers/employer-services/
Society of Broadcast Engineers	N	Website	info@sbe.org	http://www.sbe.org/sections/jl_submit.php
Oregon WorkSource	N	Website		https://emportal.emp.state.or.us/mprod_ismcod_dad/pkg_general.proc_navigate
OSU	N	Website	Carrie Norris-Sanchez, carrie.norris-sanchez@oregonstate.edu	http://career.oregonstate.edu/employers/post-jobsinternships
PSU	N	Website	hirepsu@pdx.edu	https://portlandstate.joinhandshake.com/jobs/new
Oregon tech	N	Website		https://oit.joinhandshake.com/
LinkedIn	N	Website		https://www.linkedin.com/company/all-classical-portland/
Corporation for Public Broadcasting	N	Website		http://www.cpb.org/jobline/submit.php

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: ICAN Program Manager, Producer & On-Air Host

Date of Hire: 09-17-2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS/WEBSITE OF SOURCE
All Classical Public Media, Inc. website	N	Website	McLane Harrington, mclane@allclassical.org	www.allclassical.org/about/employment/
Mt Hood Community College	N	Website	Jennifer Edwards, jennifer.edwards@mhcc.edu	http://www.mhcc.edu/
National Hispanic Media Coalition	N	Website		www.nhmc.org
Oregon Association of Broadcasters	N	Website		theoab@theoab.org
Portland Community College	N	Website	John Kontos, john.kontos@pcc.edu	http://www.pcc.edu/resources/careers/employer-services/
Community Nonprofit Resource Group	N	Website		http://www.cnrg-portland.org/#!post/c1c8a
Regional Arts & Culture Council	N	Website	Mary Bauer, mbauer@racc.org	http://www.racc.org/resources/jobs
Corporation for Public Broadcasting	N	Website		http://www.cpb.org/jobline/submit.php
Facebook	N	Website		https://www.facebook.com/AllClassicalPortland/
Mac's List	N	Website	jobs@macslist.org	https://jobs.macslist.org/
Handshake**	N	Website		https://portlandstate.joinhandshake.com/jobs/new
Urban League of Portland	N	Website		http://ulpdx.org/jobs/

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

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