

99.9 WFRE/930 WFMD Part Time Promotions Assistant in Frederick, Maryland

Connoisseur Media Stations

Job Summary:

Assists the promotions or marketing departments with daily activities that promote the station(s), clients or events

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Responsibilities

- Collaborates with multiple departments to execute promotions such as remotes, events, van hits and other street team activities from start to finish.
- Drives promotional vehicles.
- Performs basic office administrative functions and updates station web site.
- Helps conduct on-site promotions, and interact with clients and listeners.
- Sets up and runs audio and other types of equipment; hangs banners and other staging elements.
- Records events (i.e. photos, videos, audio and social media measures for station promotions).
- Sets up, breaks down and transports promotional event equipment as required.
- Helps with prize inventory and awarding of prizes at events.
- Will work on-site appearances, remotes and events.
- Help with station Mascot
- Assist other departments if needed

Qualifications

- Proficient skills in Microsoft Office and social media platforms
- Excellent organizational skills; ability to prioritize and effectively manage time
- High work standards and degree of attention to detail
- Problem solving and decision making
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Valid Driver's License and Excellent driving record for minimum of 2 years
- Physical ability to stand for multiple hours and lift or move 40-pound objects

Work Experience

- Promotional experience a plus but not required

Education

- High school diploma, must be 18 years of age

Certifications

- Valid driver's license (with 2 years driving experience)

- Proof of insurability

Location

Frederick, MD: 5966 Grove Hill Road, 21703

If Interested please email Melissa@WFRE.com