

# 99.7 [NOW!] / KMVQ-FM

## EMPLOYMENT OPPORTUNITY

Open Position:

**Assistant Promotion Director**

Department:

**Marketing / Promotions**

Reports to:

**Marketing Director**

Referral Instructions:

**Apply online with Cover:**

[www.cbsradio.com](http://www.cbsradio.com) & select SF location, KMVQ-FM

### **Description of Duties:**

Assist the Director in all aspects of the station's Promotions and Event related efforts.

Position will require assisting in the planning, execution & fulfillment of all promotions & events for the Marketing / Promotions Department which may include, but is not limited to, On-Air, On-Line (digital & social media platforms), and On-Site.

Position oversees & manages a large team of part-time employees which includes, but is not limited to, the recruitment, training & development of promotion staff members, generation of weekly / biweekly event & street schedules, management of associated promotional items & inventory.

Position requires maintenance and upkeep of all fleet vehicles, assets & equipment used by the promotions team.

Candidate must have strong organizational & communication skills with the ability to adhere to tight deadlines, be able to improvise and change plans at a moment's notice, have the ability to manage several projects at once with great attention to detail, must be resourceful, and self sufficient.

Position is also requires the management and daily maintenance of prize winner database and is a vital part of all station prize fulfillments and the required documentation (internal & external) associated with this task and company compliance.

Position will requires strong copy writing, with lots of event planning/scheduling, planning/logistics/execution for all station promotions, on-air contests, events, and many administrative duties supporting the Marketing Director, Programming & Departments.

### **Requirements:**

Some Assistant Promotions and Marketing Director experience is a plus

Experience in working with Promo-Suite Platform

Previous event planning or marketing, advertising or promotional background preferred.

Strong Multi-Tasking, Time Management, Computer, Organizational, and Social Media skills

Valid California Driver's License with the ability to drive large vehicles.

MUST be available for some weekend or evening work throughout the year.

MUST have a strong passion for the 99.7 [NOW!] brand, the CHR lifestyle and culture with an understanding of the 18 – 49 demo & the competitive landscape of the San Francisco / Bay Area market.

Applicants will need to have a very strong attention to detail, exceptional problem solving skills, be resourceful, with the ability to delegate and be very savvy with social media.

*It is the continuing policy of CBS RADIO to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit your assistance on these openings and future openings.*

***“No Phone Calls Please”***