



Promotions Assistant – Fayetteville, North Carolina

Cumulus Media's Fayetteville, North Carolina radio stations: WQSM, WFNC, WMGU and WRCQ are currently seeking a Part Time Promotions Assistant. Part Time Promotions Assistants are responsible for event maintenance which includes preparing and setting up station events as well as other duties as assigned. He/She will also be responsible for interacting with station listeners and clients at events. He/She will work closely with the Promotions & Marketing Director to carry out the goals of the Promotions Department. If you're looking for a foot in the door to the radio industry and have an outgoing personality this is a great opportunity for you!

Job Responsibilities Include:

- Maintain high quality customer service to all clients, listeners, performers, community officials, competitors and colleagues at all times
- Must be a professional with a customer focus. All employees are expected to bring a positive attitude to the workplace and be cheerful, cooperative and productive; interact with listeners and clients with a customer service mentality
- Execute proper technical and physical set-up and breakdown of remote broadcasts and station events; ability to troubleshoot and resolve connection issues (if any)
- Input daily and sponsored station contests, live remote broadcasts, NTR events and new or updated listener information into the Triton Digital Promotions Management system
- Assist in developing and creating promotional proposals for individual stations
- Daily review and execution of station promotions to ensure promotions are being executed as agreed to with clients and station programming
- Ensure images of station events, live broadcasts, winners, listeners and other various images in relation to each station are being posted to correct media outlets
- Ensure weekly promotional contests and sponsorships are correct with the specific information and graphics
- Inventory of weekly prizes and prize closet; inventory of claimed, pending and expired prizes; maintain organization of prize closet
- Checking prize items in and out with Business Manager for weekly contesting
- Calling winners to inform them that their prizes are ready for pick up (if they are not in-house at the time of contest)
- Documenting and maintaining all winner spreadsheets for all stations
- Pick up promotional tickets if need be from box office at specified venue
- Update promotional calendars; deadlines, events, upcoming and current promotions, vehicle inspections, oil changes, various meetings, site checks, expiration dates and any other pertinent calendar items
- Weekly vehicle checks to maintain proper appearance, required fuel level and overall status of vehicles; inform Promotions & Marketing Director of any issues with vehicles
- Understanding and able to hook up promotional trailer to station vehicles with provided hitch and must be comfortable driving station vehicles with attached trailer
- Maintain and know the proper storage area for equipment

Required Experience/Skills/Qualifications:

- Organization skills and ability to multitask under pressure
- Proficient using computers and Microsoft Word, Excel and PowerPoint
- Knowledge, understanding and become proficient using the Triton Digital Promotions Management system
- Ability to maintain confidentiality of listeners, clients, colleagues and management
- Must be able to lift a minimum of fifty (50) pounds
- The physical ability to stand for long periods of time and perform manual labor
- Possess a valid North Carolina driver's license with an excellent driving record
- Maintain a professional attitude and appearance
- Must be 18 years or older and able to work a flexible schedule working nights, weekend and holidays as scheduled
- The ability to effectively communicate with all employees/departments
- Assist the Marketing & Promotions Director as a liaison between Sales and Programming departments when needed
- Understand and follow all FCC Rules and Regulations when executing contests and promotions
- Understanding and proper use of all promotional forms, procedures and deadlines related to assigned promotional duties
- College degree preferred; Marketing or Communications a plus. High school diploma or equivalent is required

Apply by sending your resume to Kelvin Culbreth, Operations Manager: kelvin.culbreth@cumulus.com
Cumulus Media | 1009 Drayton Road, Fayetteville, NC 28303 | 910-864-3065

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