

Promotion Director

KHTK 1140AM

Bonneville International has been a leader in broadcasting for over 50 years, with a mission to build up, connect, inform and celebrate communities and families across our markets. We currently own and/or operate 22 radio stations in Seattle, Phoenix, Denver, Sacramento, San Francisco and Salt Lake City, along with the NBC Affiliate TV station, KSL TV 5, in Salt Lake. We're proud of our history, and we want talented people to join us as we continue to grow!

KHTK-AM has an immediate opening for a full time Promotion Director. Candidate must be a creative thinker, highly organized and able to work in a fast-paced, demanding and unpredictable environment with constant deadlines. The right person will be able to maintain the relationship between programming and sales, including coordination of sales promotions and fulfilling client and listener needs in a timely and professional manner.

Responsibilities include:

- Manage and lead the department and create new, fun and profitable events
- Plan, execute and track revenue-generating marketing and promotional events and contesting that take place on-air, on-line and on-site as well as implementing all aspects of contesting.
- Manage content and ensuring all minimum quotas are met for the station web site, including the creation of engaging content to generate online traffic
- Create client promotions and promotional proposals with Program Director, Marketing Director and Sales Managers
- Working with the legal department in obtaining all documents necessary for promotion implementation
- Responsible for maintaining costs within department budget
- Participate at station promotional events as necessary, including set-up and breakdown promotional equipment/materials for on-site promotional, sales and charity events

Skills/Requirements:

- Must have solid organizational skills
- Exceptional written and verbal communication skills
- Proficiency in Microsoft Office software as well as the ability to learn additional proprietary programs required for job execution
- Proven ability to multi-task in a fast paced environment
- Must be able to work flexible hours, including weekends and evening hours, as necessary
- Must have a valid driver's license, clean driving record
- Related experience is required, preferably in radio or media, and a college degree in marketing or communications is preferred

Physical Demands:

- Substantial physical movements (motions) of the wrists, hands, and/or fingers.
- Extending hand(s) and arm(s) in any direction with good eye and hand coordination.
- Lift, move, and carry up to 20 pounds on occasion.
- Ability to sit for long periods of time

Additional Job Requirements:

- Work in compliance with Company policies and procedures
- Work effectively in a team environment.
- Project an appropriate professional appearance and demeanor
- Maintain positive and cooperative rapport with staff, management and clients
- Maintain confidentiality by not discussing internal matters, company strategies, client's proprietary information, personnel matters, wage and salary information or any sensitive information with clients, competitors, listeners, the media or inappropriately with co-workers, and by not distributing our proprietary research or other information to our competitors.

Send your resume to:

https://deseretmanagement.wd1.myworkdayjobs.com/BonSaltLake/job/Sacramento/KHTK-AM-Promotion-Director---Sacramento--CA_R149-1

No phone calls please.

Bonneville is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Minority/female/disability PWDNET/veteran are encouraged to apply.