



## **KHTK Sports 1140 AM ASSISTANT PROMOTION DIRECTOR**

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!

### ***Purpose:***

KHTK Sports 1140 is seeking a responsible, hard working, and dedicated full time Assistant Promotion Director to join our team.

***Responsibilities include*** but are not limited to writing proposals; maintaining content of now100fm.com and station's social media platforms; writing copy; interacting with listeners, clients, and the sales and programming departments; securing and maintaining prizes; managing inventory and tracking for auditing; participating in station events; miscellaneous clerical duties; and support to the Promotion Director. On-site responsibilities include but are not limited to overseeing KHTK station events, operation of broadcast equipment, and driving the station vehicle.

Ideal candidate will be organized, with great attention to detail, outgoing, honest, energetic, with the ability to multi-task in a fast paced environment while working under tight deadlines.

- Will have the ability to lead, train and inspire other promotion employees
- Must be professional, with outstanding written and verbal communication skills
- Must be proficient in Microsoft Office
- Will be creative and innovative
- Will be available to work non-standard hours as needed including nights, weekends and holidays
- Must possess a valid driver's license and have an excellent driving record
- Will have knowledge of or ability to learn broadcast equipment

### ***In addition:***

- Experience with photo and video editing software is a plus
- Knowledge of and proficient use of Wordpress is a plus

### ***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 50+ 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.

**Please apply at:**

**[https://deseretmanagement.wd1.myworkdayjobs.com/BonSaltLake/job/Sacramento/KHT-K-Assistant-Promotion-Director----Sacramento--CA\\_R557](https://deseretmanagement.wd1.myworkdayjobs.com/BonSaltLake/job/Sacramento/KHT-K-Assistant-Promotion-Director----Sacramento--CA_R557)**

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.