



Title: Promotion Coordinator

Radio Disney Los Angeles

Radio Disney AM 1110 is seeking a Promotion Coordinator. This is a full time position.

The Promotion Coordinator position reports to the Promotion Manager and is responsible for event coordination, scheduling the part-time promotions street team for events, assisting in the creation of games and activities for on-site use with the guidance of the Promotion Manager, and supporting the Promotion Manager in department needs. The position will work with Promotion Manager and Account Executives on event logistics for station and sales related events. The position is responsible for web site postings, contesting fulfillment/prizing mailings, music requirements for events/loading ipods, photos for recaps and maintaining the station vehicles.

Required

- 3+ years work experience in a similar capacity required.
- College Degree
- Candidate must possess excellent written and organizational skills as well as be detail oriented, have the ability to problem solve, and have a strong desire to succeed. Candidate should also be a creative, out of the box thinker. Excellent computer and internet skills. Must be able to multi task, work independently and encompass very strong time management skills. Must be a team player with professional demeanor. Must be able to lift 50 pounds.

Preferred

- Event marketing experience preferred.

Equal Opportunity Employer

Submit resumes to:

Radio Disney AM 1110,
Attn: Natalie Eig, Station Manager,
3800 W. Alameda Ave., MC 6107,
Burbank, CA 91505
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natalie.r.eig@disney.com

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