



99.9 WFRE/930 WFMD Part Time Promotions  
Assistant in Frederick, Maryland

***Job Summary***

Assists the promotions or marketing departments with daily activities that promote the station(s), clients or events. Hours are dependent on the number of events scheduled.

***Responsibilities***

- Collaborates with multiple departments to execute promotions such as remotes, events, van hits and other street team activities from start to finish.
- Drives promotional vehicles.
- Performs basic office administrative functions and updates station web site.
- Helps conduct on-site promotions, and interact with clients and listeners.
- Sets up and runs audio and other types of equipment; hangs banners and other staging elements.
- Records events (i.e. photos, videos, audio and social media measures for station promotions).
- Sets up, breaks down and transports promotional event equipment as required.
- Helps with prize inventory and awarding of prizes at events.
- Will work on-site appearances, remotes and events.
- Assist other departments if needed.

***Qualifications***

- Proficient skills in Microsoft Office and social media platforms.
- Excellent organizational skills; ability to prioritize and effectively manage time.
- High work standards and degree of attention to detail.
- Great Problem solving and decision making skills.
- Assumes responsibility & accountability for assignments and tasks.
- Actively listens; clearly and effectively conveys information.
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities.
- Valid Driver's License and Excellent driving record for minimum of 2 years.
- Physical ability to stand for multiple hours and lift or move 40-pound objects.
- Must be able to show proof of COVID-19 vaccination.

***Work Experience***

- Promotional experience a plus but not required.

***Education***

- High school diploma, must be 18 years of age.

### *Certifications*

- Valid driver's license (with 2 years driving experience)
- Proof of insurability
  
- *Minimum age of 19 to drive commercial vehicle*

### **Location**

Frederick, MD: 5966 Grove Hill Road, 21703

If interested, please email [JanineWeiger@localdailymedia.com](mailto:JanineWeiger@localdailymedia.com)