

JOB VACANCY ANNOUNCEMENT
Promotions Assistant

Part-Time Position

Position Description:

American General Media Albuquerque location is looking for a Promotions Assistant for our 6 station cluster. The ideal candidate will have strong work ethic and willingness to represent all stations regardless of format and a clean driving record is required. Experience with computers, social media and bilingual is a plus.

Duties include maintaining a strong presence at all station events (remotes, festivals, concerts, etc.) including:

- Hanging banners, setting up sound equipment, setting up tents, checking the van before leaving for remotes for all needed supplies.
- Acting as a representative/brand ambassador of our station(s) at any and all events or remotes including interaction with the listeners and complying with client requests.
- Maintain station vehicles (clean them and make sure they're stocked)
- Office duties as they arise including making registration forms, running errands for promotions department, making copies, etc. When in the office during scheduled times, use this time to make sure that the station vehicles are clean and adequately prepared for upcoming event(s).
- Additional duties as assigned.

We are looking for a positive and outgoing employee; someone who genuinely has the desire and drive to be part of a winning team.

Please submit resume (be sure to include phone number) to:
agmneeo@gmail.com

AGM is an EOE