



Example of Promotion Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of promotion coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for promotion coordinator

- Assist with all trade advertising campaigns both print and online for all formats
- Attend trade conventions and support all logistic and budgets surrounding these events
- Review singles before they are digitally delivered to radio via in-house and third-party outlets
- Responsible for communicating with Business Affairs when approval is needed for commercial use of artist images, videos by radio for billboards and TV commercials
- Act as liaison for executive office and corresponding Epic Promotion department and all Urban staff
- Central point person for national field staff regarding day-to-day activities, the dissemination of strategic touch points from executive office and label, the sharing of promotional materials
- Control and maintain various departmental budget activities as requested
- Reviews all staff expense reports prior to EVP's approval ensuring that the policies are being adhered to and that all proper documents are presented
- Tracks staff spending and budgets
- Establishing and maintaining relationships with DJs, PDs and MDs

Qualifications for promotion coordinator

- Promotion experience preferred

- Occasional attendance at trade conventions may be required
- Execute technical and physical set up and breakdown of remote broadcasts and station events
- Maintain and balance executive T&E spending