



# Example of Promotions Assistant Job Description

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Our company is looking for a promotions assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for promotions assistant

- Aid staff with booking travel when needed
- Prepare stats for weekly "This How We Look" report for servicing to Atlantic staff and artist managers
- Facilitate all other misc tasks/duties as needed
- Assist in daily promotions department tasks
- Assist with promotional calendar updates
- Set-up display units at special events
- Track prize fulfillment
- Scope is wide ranging and the ability to work on multiple projects is a must
- Gain complete understanding of all general equipment used at events including, but not limited to, broadcast/remote technology, photo booth set up, client activations
- Set up, execution and tear down of station and client events

## Qualifications for promotions assistant

- Represent radio station in a positive, friendly manner to listeners
- Must be 18 years of age with a valid driver's license and auto insurance, have dependable transportation and a clean driving record
- Must be available to work weekends, holidays, and nights
- Previous promotions experience a plus, but not required
- Set up and breakdown of promotional booth, signage and equipment at remotes and appearances
- Must have be a licensed driver with an excellent driving record