



Example of Promotions Assistant Job Description

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Our growing company is looking for a promotions assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for promotions assistant

- Collaborate with multiple departments to create and execute promotions such as remotes, events, van hits and other street team activities from start to finish
- Drive promotional vehicles
- Perform basic office administrative functions and update station web site
- Conduct on-site promotions, and handle clients and listeners
- Set up and run audio and other types of equipment
- Record events
- Set up, break down and transport promotional event equipment as required
- Prepare contest rules, waivers, and release forms for on air, digital, social media and other contests
- Supervise prize inventory and in-studio prize sheets awarding of prizes at events
- Coordinate HFPA screening dates with MPAA and HFPA calendars

Qualifications for promotions assistant

- Must possess critical thinking skills and a can-do attitude
- Ability to operate promotional vehicle
- Other duties as provided by the Promotions Director
- Creating graphics and proposals for sales presentations
- Collaborating with clients and staff
- Perform general office and clerical duties