



Example of Promotions Coordinator Job Description

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Our company is looking for a promotions coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for promotions coordinator

- Must adapt to our variety of brands by creating relevant content for
- Perform other promotional duties as assigned from time to time
- Coordinate daily/weekly on-air promotions, website contests and texting contests
- Create prizes sheets
- Coordinate fulfillment of contest prizes including picking winners, contacting winners, sending tickets, creating and sending all guest lists
- Hire and train interns and PT promo staff
- Assist Promotions Directors with proposals as needed
- Assist with various aspects of annual major station events including contesting, sponsor coordination, event logistics, hospitality, production
- Assist at client and station events as needed
- Oversees promotional efforts in execution of KFOG Private Concerts including contesting, band needs, staffing, set up, meet & greets, photos and social

Qualifications for promotions coordinator

- Flexible work schedule required – Monday through Friday office hours are needed weekday events and many night and weekend events
- Required to work well independently part of a team
- Take a proactive role in solving on-air/TX promo discrepancies
- Some experience of working in a broadcast environment with a good

- High level of computer literacy, the role requires using multiple software packages in unison and is desk based
- Or equivalent combination of education and experience will be considered