

# JOIN OUR TEAM!

## PROMOTIONS & EVENTS COORDINATOR – Brandon, MB

WESTMAN RADIO LTD. is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced, and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

### What you'll do:

- Coordinate Special Events Team staff for event appearances; recruit, train and lead Special Events team members
- Coordinate and execute all on-air promotions and contests, in collaboration with the Program Director and Sales Manager/General Manager
- Produce detailed proposals for contests and events
- Chair weekly promotional meetings, including providing a meeting agenda in advance, and distributing minutes and key meetings takeaways post-meeting
- Work with the Creative Department to develop radio promotional spots and input liners that support promotions and events
- Identify promotional materials and coordinate purchases (as needed)
- Maintain up to date information regarding events and contests on the Q COUNTRY and STAR FM websites
- Assist with developing/executing branding strategies and campaigns
- Provide design inputs and assist with maintaining external advertising (social media, television, billboards, etc.)
- Provide relevant digital analytics and data to advertising clients as required

### What you'll bring to the team:

- Broadcast, Business, Marketing, Communications or Public Relations certificate from a college, university, or technical school
- 2 years of related experience or an equivalent combination of education and experience
- Exceptional writing, editing and proofreading skills; ability to write promotional presentations, reports, business correspondence, company news releases
- Ability to supervise and provide guidance and direction to staff
- Self-starter with a strong passion to succeed
- Ability to effectively manage multiple tasks simultaneously while adhering to deadlines
- Passionate about promotions (radio, television, cable, and phone services)
- Must be available to work outside of work hours to attend special promotional events when needed
- Excellent interpersonal skills, with an energetic and proactive approach

**Deadline for applications:** NOON on Monday, October 18, 2021.

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Apply today to join our team at <https://westmancom.com/careers>

and begin your exciting career journey with us!

