



## **JOB POSTING**

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**TITLE OF POSITION:** KTAR On-Call PT Promotions Assistant  
**DEPARTMENT:** Promotions  
**STATION & LOCATION:** KTAR Phoenix, Arizona  
**HOURS:** 20 variable hours/week  
**FLSA STATUS:** Non-exempt  
**POSTED DATE:** 7/13/10  
**CLOSING DATE:** 10/12/10 or until filled

**POSITION OBJECTIVE:** Part-time work on promotions for news/talk/sports stations. Includes planning, setting-up, staffing, and tearing down events; driving promotional vehicles; contesting assistance; copywriting; and special assignments. Reports to Marketing Director.

### **POSITION REQUIREMENTS:**

- One year or more of experience in radio broadcasting and/or promotions marketing.
- Ability to work flexible schedule (especially early mornings, evenings, and weekends).
- Strong written and verbal skills.
- Excellent organization skills with multi-tasking capabilities.
- Results orientation.
- A customer service orientation that projects an appropriate company image with respect to dress and demeanor.
- An engaging personality.
- Must work independently, when necessary, and operate effectively in high-pressure, time-critical situations.
- Creative thinking and problem solving.
- Must possess a valid Arizona driver's license and a good driving record for operation of station vehicles.
- Work effectively in a team environment.
- Ability to relate to and identify characteristics of target audience.
- Maintain a positive rapport with co-workers, vendors, and clients.
- Excellent aesthetic and graphic skills.
- Basic computer skills (word processing, e-mail, Internet navigation, etc.)
- Work in compliance with Company policies and procedures.
- Take a proactive role in supporting Bonneville's policy to prevent harassment of any kind within the workplace, at off-site places of company business and at company-sponsored social venues.

### **PHYSICAL DEMANDS:**

- Receive, process, and maintain information through oral and/or written communication effectively.
- Substantial physical movements (motions) of the wrists, hands, and/or fingers.
- Ability to extend hand(s) and arm(s) in any direction with good eye and hand coordination.
- Lift, move, and carry up to 100+ pounds on occasion.
- Must be able to work in smoke-free environment.

### **QUALIFICATIONS:**

- Previous working relationships with media contacts, public relations firms, and/or special events organizers a plus.
- Advanced computer skills (database, spreadsheets, graphics, audio, video, etc.)
- Familiarity with Phoenix market and events.
- Familiarity with News/Talk format and current events.
- Promotional vision that meets station's goals.

Bonneville Phoenix Radio Group  
Attn. Human Resources  
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Phoenix, AZ 85020

Fax: (602) 464-5592  
Web Site: [www.ktar.com](http://www.ktar.com)

Qualified candidates are invited to download the application available on our web site at [www.ktar.com](http://www.ktar.com).

Questions can be directed to Human Resources [hr@bicphx.com](mailto:hr@bicphx.com). We do not allow walk-in candidates.

To be considered an application must be submitted by fax, email, or mail for current posted position(s).

Resume is accepted when accompanying our application. Unsolicited resumes will not be accepted. If you are offered employment by Bonneville International Corporation, you will be asked to sign an agreement to arbitrate any disputes that may arise between you and Bonneville regarding your employment with the company prior to commencing employment with the company.

*An Equal Opportunity Employer*