



Newcap Radio – Saint John, NB
Promotions Coordinator/On-air/Reception

Rock 88.9 is looking for a dynamic and engaging person to coordinate the promotional activities for the #1 rock station in the Port City of New Brunswick. We're also looking for someone who can do a dynamic on-air show as a vacation fill-in/voice tracker, as well as cover some light reception duties. You will assist the Operations Manager in planning and executing station promotions that provide growth from a programming/marketing and sales perspective.

Want the gig? Here's what you need to be able to do...

- Work with programming and sales in developing on-air and online promotions and contests
- Hire and coordinate our Summer Patrol program
- Manage the websites with regards to site-page development and design
- Maximize social media outreach
- Plan and execute station events
- Manage prizeing and schedule on-air and online giveaways
- Execute on-site events and promotions
- Put together a great show that's engaging and relevant whether it be live or tracked
- Understand that radio is not a Monday to Friday 9-5 job. Community outreach is key. Must be willing to work flexible hours

Skills required...

- Radio promotions and on-air experience is essential
- Power Point, Excel, Photoshop, and Word proficiency
- Strong comprehension of social media and how to use it to our advantage
- Amazing organizational skills and highly detail oriented
- Self-motivated as well as a team player
- Strong leadership skills
- Strong working knowledge of Music Master, Wide Orbit, VoxPro, and Adobe Audition is a definite asset
- Inquisitive, outgoing, and engaging

- A valid driver's license

If you are this person...then do the following:

- Send your demo! Show me what you've got in less than 2 minutes.
- Tell me what else you're passionate about. What do you love?
- Send your resume with references.

Rod Martens
Operations Manager
rmartens@newcap.ca

Deadline is Jul 17, 2016. Only those applicants selected for an interview will be contacted.

Newcap values diversity in its work force and is committed to Employment Equity, all applications submitted must be accompanied by a completed Employment Equity Questionnaire form. The form may be downloaded from the following link: <http://www.ncc.ca/careers.asp?mn=4>