



MSU Student Radio / WDBM-FM

Now Hiring: Promotions Coordinator

Basic Qualifications

- Must be a student at Michigan State University
- Must be a self-starter who is able to work in a fast-paced environment
- Must be forward thinking about future promotional opportunities and potential projects
- Must be highly organized

Preferred Qualifications

- Experience as a current volunteer or paid staff member of MSU Student Radio
- Familiarity with Impact 89FM's main on-air format and specialty show programming
- Understanding of how to promotion the radio station, its brand, and college radio
- Knowledge of how to effectively market promotional events via social media

Typical Duties & Responsibilities

- Communicate with promoters and venues to secure giveaways for on-air segments, particularly the "Top 5@5" daily promotion
- Coordinate with specialty show hosts on giveaways that are specific to their show's genre
- Organize "Impact Presents" shows with Marketing Director
- Work with the Visual Media Director to acquire photo/video passes events
- Work with the Entertainment Editor to acquire press passes to events
- Work with the Live Music Director to recommend artists for in-studio and on location performances and interviews
- Perform other duties as assigned

Salary & Hours

- The salary is competitive and based on prior experience
- This position requires 10-15 hours a week

Applications will be accepted until March 10, 2020.

E-mail an employment application, cover letter, resume, and any other support materials to the Operations Manager at hakimsan@msu.edu. You may also submit it to the front desk at the radio station located in Holden Hall in Suite G-4 during normal business hours of 9 A.M. to 7 P.M.

MSU Student Radio is an equal opportunity employer.