

## PROMOTIONS COORDINATOR - OPEN 6/27/2023

Coastal Television of Anchorage

This is a great opportunity to work in television! Are you a good communicator, enjoy having multiple duties with attention to detail? Then you are the right person to be Content Coordinator for the Alaska ABC, FOX and The CW television stations

What you will do:

The Promotions Coordinator will electronically retrieve our client's commercials and our networks promotional materials and prepare them for airing on our stations. You will also log those commercials into our scheduling system.

- Download and customize promotional content from our three networks.
- Download regional and national commercials.
- Contact advertising agencies to assure timely delivery of commercials.
- Review commercials for visual and audio continuity and make necessary edits.
- Add the promotional materials to our scheduling system.
- Electronically attach the instructions for airing the promotional commercials.

Who you are:

- Detail-oriented and proactive.
- Basic knowledge of Adobe Premier with an eagerness to learn more.
- Ability to work well with others in a collaborative environment.
- Self-starter with strong-time management skills and ability to meet deadlines.

Who we are:

We are a privately held group of television stations that operate in ten markets within seven states across four time zones. Our mission is delivering effective marketing solutions that help grow our local communities. We are committed to broadcast excellence and corporate growth (both organic and through acquisition).

What we will offer the successful candidate?

In addition to an exciting career, the successful candidate will receive a competitive compensation package based on their skills and work experience approximately \$31,000 to \$33,000. Paid time off, 401K with company match, Monday – Friday 8:30a – 5:30p.

**TO APPLY: Email your resume to [kanthony@coastaltvgroup.com](mailto:kanthony@coastaltvgroup.com)**

COASTAL TELEVISION BROADCASTING GROUP LLC IS AN EQUAL OPPORTUNITY EMPLOYER