

# ***Memo***



Date: May 14, 2010

Re: Assistant Promotions Manager

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*The following job is currently open for hire. If you are interested or know someone that is interested please let me know ASAP.*

JMP Radio Group has an immediate opening for an Assistant Promotions Manager. This position is responsible for the planning, design and execution of certain station on-air and sales promotions and events. This individual will be an integral part of both the programming and the sales teams and must be proficient in multi-tasking. Applicants should be proficient in all Microsoft Office applications and ideally would possess strong skills in Power Point, Photo Shop, Publisher and data base programs. Knowledge in website maintenance is also helpful. Need to be detail oriented, organized and a team player. Previous media experience and a technical background preferred, but not required. Candidates must be able to lift 50 lbs and be willing to work flexible hours, with some nights and regular weekend work required. Benefits include: Health Insurance, Dental Insurance, Aflac, 401K, vacation and sick time. EOE. Please send your resume to Dirk Clemens 331 Fulton Suite 1200 Peoria, IL 61602 (f) 309-495-4711 or e-mail [dirkclemens@jmpradio.com](mailto:dirkclemens@jmpradio.com).