



## Entercom Denver is an Equal Opportunity Employer

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### ***Current Job Openings as of 9/26/2017***

#### Position: Sales Associate

Are you high energy and love to multi task? Entercom Denver is looking for a well- Do you have a passion for sales but looking to gain experience? Entercom Denver has a great entry-level opening for someone who has an interest in launching their career in radio Sales-- we will train!

The Sales Associate will provide internal sales support to Senior Account Executives while undergoing sales and customer service training. Responsibilities will include processing qualitative and quantitative marketing data, assisting in creation and updating of proposals, assisting Account Executives in prospecting and conducting cold calls on the telephone is encouraged at advanced stages. You will participate in external sales calls with Account Executives and have the opportunity to bring innovative marketing ideas to life that make a difference for our clients and their business.

Tasks will include filing, database entry, project fulfillment, proposals, customer service follow up will also be required. Must have availability during evenings and weekends for station events and programs.

#### Qualifications

- A bachelor's degree is preferred
- Two years of administrative support experience is preferred
- Some part or full-time outside sales experience is preferred
- Some events/coordination experience is a plus
- Possess an understanding of online terminology and graphics capabilities.
- Basic design knowledge of design and graphics (Photoshop)
- Basic proficiency with Microsoft Office (Word, Excel, and PowerPoint) is required
- Must have strong communication, time management, organizational and interpersonal skills
- Must be motivated and driven to build their own book of business in sales
- The ability to multi-task is required
- The ability to work well with others in a team environment is required



## Position: Project Coordinator

Are you high energy and love to multi task? Are you seeking a career in Events, or Sales? Entercom Denver is looking for a well-organized, go-getter for a Project Coordinator position to support their Sales and Events departments. This is a great opportunity to join an industry-leading, fast growing company and get exposure to two key departments that are critical to Entercom Denver's success.

The Project Coordinator will be responsible for aiding in planning and execution of client and station programs and events. Assignments will come from management and coordinator will need to determine resources needed to complete projects. The position will coordinate with multiple departments, including marketing, legal, and sales. The coordinator will need to communicate changes, updates, and progress in order to help complete projects on time.

The Project Coordinator will also provide support to the sales team by preparing proposals and PowerPoint presentations, ensuring the media kits are updated, handling the requirements of co-op advertising, and providing overall client and support service.

Additional responsibilities include:

- Ensuring timelines and resources are properly tracked for all projects
- Deliver regular updates to keep departments and management informed of project status
- Gathering and assembling all materials needed for campaign and event recaps
- Tracking and updating various sales department reports
- Coordinate client copy and act as a liaison between traffic and sales on project
- Planning and execution of client entertainment events
- General assistance at station events
- Send correspondence to clients based on AE needs
- Presentation preparation, creation of sales materials, and assistance in developing research and management reports
- Conduct station tours as requested
- General administrative and office support including ordering office supplies and keeping the kitchens stocked and clean

Requirements:

- A minimum of one year of professional experience is required, preferably in Media or Events
- A bachelor's degree is preferred, Business or Marketing degree highly preferred
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) is required
- Graphic design and Adobe Photoshop experience is preferred



- Knowledge of Quark Express and vCreative is a plus
- An understanding of online terminology and graphics capabilities is preferred
- Superior organizational and time management skills are required
- Must be a self-starter with the ability to take ownership of projects with little direction
- The ability to work independently is required
- The ability to think and react quickly, effectively and efficiently and adapt quickly to changes is required
- Strong customer service skills and ability to work in a fast paced environment is required
- Must be high energy with a positive attitude
- Must have the ability to clearly & effectively communicate with others
- Must be responsible, dependable, and available nights and weekends for events and promotions
- Must work well with others and be a team player

Occasional lifting and/or carrying of 20 pounds may be required.

## Position: Promotions Coordinator

Are you high energy and love to multi task? Entercom Denver is looking for a well-organized, forward thinking, go-getter for a Promotions Coordinator position.

This key role in the Promotions Department will be responsible in supporting Promotions Directors and Operations Managers. Assignments will come from management and coordinator will need to determine resources needed to complete projects. The position will coordinate with multiple departments and will need to communicate changes, updates and progress in order to help complete projects on time. The role is also responsible for collaborating and planning events and promotions to strengthen Entercom Denver brands, enhance fan loyalty and support marketing and promotions activities. The Promotions Coordinator also assists with various projects from Integrated Sales and Marketing, Client Services, Digital Department and Sales. All assigned tasks will require prior approval from the Promotions Directors.

Additional Responsibilities include but not limited to:

- Assisting Promotions Directors in planning, developing and executing station events.
- Coordinate and execute all on-site logistics for events, appearances and live broadcasts
- Create and communicate event schedules, duties, etc. to on-air talent, clients, promo crews, sales reps, and staff



303-967-2700\* fax 303-967-2845\* 4700 S. Syracuse St. #1050 Denver, CO 80237

- Organizes on air giveaways
- Gathering and assembling all materials needed for campaign and event recaps
- With guidance from Digital Director maintain the station website.
- Managing part time staff and the hiring and management of interns.
- Serve as an ambassador for the radio stations within the community at various station and client events
- Maintain fleet of station vehicles
- Assist Promotions Directors in various station promotions

The ideal candidate:

- Must be high energy with a positive attitude
- Strong written and customer service skills and ability to work in a fast paced environment
- Intermediate knowledge of Microsoft office (Word, Xcel, PowerPoint)
- Graphic design including Adobe desired
- Possess an understanding of online terminology and graphics capabilities.
- Superior organizational and time management skills
- Must be a self-starter with the ability to take ownership of projects with little direction
- Ability to think and react quickly, effectively and efficiently and adapt quickly to changes.
- Have the ability to clearly & effectively communicate with others
- Must be responsible, dependable, work well with others and be a team player
- A background in rock radio is a plus.

Must be have a willingness to work unconventional hours and be available nights and weekends for events and promotions. Will need to be able to carry a minimum of 20 pounds. Please submit your cover letter, resume and examples of work.

## Position: Inside Sponsorship Sales Representative

Are you fearless about picking up the phone? Do you thrive on a high energy exciting, fast pace environment? Do you want to have fun at your job and get rewarded it? Entercom-Denver has the perfect opportunity for the right person to start on the ground floor of a new and exciting position in sales. We are looking for an Inside Sales person to make a difference in our event, radio stations and sponsorship department. This is a full time position with long term growth potential to move up into a station Account Executive.

Primary Duties include:

Cold calling leads and setting appointments



Logging of calls into a CRM and follow up on appointments made  
Promoting and selling of new events, products and features over the phone  
Answering objections  
Assist with presentation materials and other duties

Required Qualifications:

Must possess strong phone, customer service and communication skills  
Must have 2 plus years of outbound calling, inside sales, call center or/and outside sales experience  
Must be able to answer objections and think on the fly  
Must be reliable, positive work ethic and positive attitude  
Must be very organized and attentive to detail  
Must be driven and goal orientated  
Must have the ability to clearly & effectively communicate with others  
Proficient in Microsoft Word, Excel, PowerPoint, and CRM

## Position: Account Executive - Comedy

Do you know local comedians? Are you into the underground comedy scene or just love going to comedy shows?

Comedy 103-1 is one of the Hottest Radio Stations in Denver with 4.6 million Facebook likes and growing! If you love the Comedy Lifestyle and are ready to be part of this awesome team. We are currently accepting resumes from positive, motivated and energetic self-starters for a full-time sales position!

We offer a generous commission plan, the ability to grow professionally and a comprehensive benefits package.

## Position: Account Executive- Denver

Are you passionate about selling marketing and advertising solutions? Does the idea of being part of iconic radio brands like ALICE, THE MOUNTAIN, KS107.5, COMEDY, & CRUZIN' 1430 excite you? Do you enjoy the thrill of closing the sale? Do you want the autonomy to grow your own book of business? If so, Entercom Denver wants to talk to you!

Major Responsibilities of This Position:

- Continual prospecting and developing new clients through a relentless drive to generate new business
- Face to face meetings with prospective clients
- Involvement in the local business community, developing relationships with business owners and key decision makers to ensure success and repeat business
- Creating marketing campaigns for clients utilizing all of our marketing assets, that are focused on their marketing needs and growing their business



- Closing business and executing the client campaign as agreed upon
- Achieve monthly and annual sales objectives including sales revenue goals
- Maintain regular customer contact through efficient time management skills
- Attend sales meetings, station events, and training programs as required

Desired Skills and Experience:

- 12-24 month's outside sales experience preferred (media/marketing/digital sales a plus)
- A passion for selling! If you don't have a burning desire to be a professional salesperson – this isn't the right career for you
- An understanding of marketing principles and a creative mind to put together unique ideas for our clients
- Proven ability to ask for the business, overcome objections, and the courage to ask again
- Proficiency in MS Office products (Word, PowerPoint, Excel) – experience with CRM (Salesforce) is a plus
- Internet, social media, and digital marketing savvy
- Excellent listening skills and strong curiosity to learn about your clients' businesses
- Problem solving ability – someone who sees a problem as an opportunity to develop business

Why should you join our sales team at Entercom Denver and what can we offer you?

- You'll be able to customize effective multi-platform advertising solutions for your clients including top ranked local radio stations, digital, onsite and experiential assets
- We give our sales people the resources they need to be successful and earn a great income
- You have the opportunity to bring innovative marketing ideas to life that make a difference for your clients and their business
- Our company, Entercom Communications, believes in being digital pioneers, and is continually embracing new technologies and ideas
- You will be surrounded by other creative, collaborative, high energy people

## Position: Promotions Associate – Part Time

Entercom Denver – Alice 105.9, 99.5 The Mountain, Crusin' 1430, KQKS 107.5, AND COMEDY 103.1 – is hiring for promotions and marketing part-time staff positions. Are you a motivated individual looking to get your foot in the door and be a part of five of the biggest and most active radio stations in Denver? Are you looking to extend your education and experience in radio broadcasting? Do you love being a part of something big and seeing the success from your hard work? If you answered yes to these questions, you would make a great member of our promotions and marketing team.



The Perks – You will get the chance to attend station events, concerts, movie premieres, sporting events and more. Plus, you'll have the opportunity to interact and network with some of Denver's biggest on-air talents, department heads and more.

The Work – You will interact with thousands of listeners of Entercom Denver's stations through on-the-street promotions for clients and the stations and executing marketing campaigns. The position requires approximately 10 hours in the field each week. It is hard work but very rewarding.

The responsibilities of a part-time Promotions Associate include but are not limited to:

- Assist the Promotions Directors and Coordinators in planning, developing and execution of station and client promotions.
- Acting as station representative on-site at events – this includes event organizers and station listeners.
- Driving station vehicles
- Execute the requirements of on-site promotions for all stations including station and sales events with a strong street level presence, activities and giveaways.
- Coordination and engineering of live/remote broadcasts.
- Maintain the appearance and working order for remote vehicles, broadcast and remote equipment. Recommend and schedule repairs as needed.
- Maintain and operate promotional equipment (tent, PA, broadcast equipment) and communicate with engineering any issues or needs.
- Ability to lift 50 pounds.
- Office tasks such as organizing, database entry, photo uploading, etc.

## Position: Part-Time Board Operator

We have a rare opening for a part-time weekend board operator at Entercom Denver radio. Our station lineup includes Alice 105.9; 99.5 the Mountain; KS-107.5; Comedy 103.1; and Cruisin 1430. We are looking for a hard worker with flexible weekend hours and a strong desire to learn. This position requires 1-2 years' experience as a talk show board operator, or similar experience and a fundamental knowledge of digital editing. In addition to running the board for live call-in shows duties will include monitoring several stations and some basic production responsibilities.

This is a great opportunity for a rising star to sharpen your skills with Denver's most exciting and dynamic stations. You must apply with resume to be considered.

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## Position: Future On-Air Personality

Entercom Denver is looking for future air personalities both full time and part time. 3 to 5 years medium to large market experience for full time positions and minimum 2-3 year small to medium size market experience is necessary for part time positions. Full time air personalities will also be expected to be proficient in public appearances, voice work and commercial production. Web skills a plus

## Position: KS Morning Show Producer Internship

Entercom Denver Station – KS 107.5 – is looking for motivated and dedicated interns to work closely with the morning show. Are you full of energy? Have a million ideas? Looking for a creative outlet? We're searching for people who are fun, lead an active lifestyle and are motivated to learn about the business. We need people who are serious about their careers, because we are serious about ours.

As a producer intern you will learn exactly what it takes to create a top-rated radio show. Some of these duties include, but are not limited to:

- Shadowing the top radio talent in the Denver Market
- Learning how to recap promotions and events
- Learning how to transcribe notes
- Learning how to edit and publish audio for podcasts
- Shadowing station representatives of the show at specific show events
- Researching and brainstorming show topics and events
- Assisting with the writing of show specific blogs
- Assisting in show social media prep

Internships are unpaid and interns MUST be enrolled in a College or University and earning college credit. Students are expected to obtain and complete any forms necessary to receive credit for the internship experience. All candidates must be 18 years of age or older. Candidates can expect to work between 12 – 15 hours per week spread across 2- 3 days.

To apply, please submit a resume and cover letter telling us about yourself and why you'd be a perfect fit for this internship opportunity.

## Position: Producer Internship – Morning or Afternoon Shows

Entercom Denver Stations – Alice 105.9 – offer an internship opportunity for motivated students on our morning or afternoon shows.





- As a producer intern you will learn what it takes to create a top-rated radio show. Some of the skills you will gain and experience include, but are not limited to:
- Working closely with the top radio talent in the Denver Market
- Assist the show producer with recapping promotions and events by collecting audio and screen shots
- Transcribing the show notes and updating excel spread sheets
- Following up and communicating prize details with contest winners
- Screen on-air phone calls and listeners
- Research and brainstorm show topics and events
- Writing show specific blogs
- Assisting in show social media prep including Facebook and Twitter post

Internships are unpaid and interns MUST be earning college credit. All candidates must be 18 years of age or older. Students should be available between 12 – 15 hours per week.

### Position: Intern

Entercom Denver offers an opportunity for students to apply classroom theory to practical experience. Our internship program allows students to experience firsthand the reality of working in the radio broadcasting industry. Interns can test their creative talent, exercise their analytical skills and increase their understanding of broadcasting operations and trends.

Internships are available year-round, and are 12-15 hours per week, with specific days and times agreed upon in advance. All interns must be enrolled in a College or University and receiving college credit. Students are expected to obtain and complete any forms necessary to receive credit for the internship experience. Entercom Denver will assist students with the completion of such forms and provide information concerning duties and responsibilities. Internships are available for Alice 105.9, 99.5 The Mountain & 1430 KEZW in the following departments: Promotions, Programming, Production, Sales, Business Office & Web Development. **INTERNS ARE NON-PAID POSITIONS.**

Internship has an expectation of 15 hours per week, with specific days and times agreed upon in advance. All interns must be enrolled in a College or University and receiving college credit. Students are expected to obtain and complete forms necessary to receive credit for the internship experience. Entercom will assist students with the completion of such forms and provide information concerning duties and responsibilities.

**INTERNS ARE NON-PAID POSITIONS.**

### Position: Programs and Events Internship



Entercom Denver offers an opportunity for students to apply classroom theory to practical work experience. Our internship program allows students to experience firsthand the reality of working in the radio broadcasting industry. Interns can test their creative talent, exercise their analytical skills and increase their understanding of broadcasting operations and trends.

The Marketing, Programs and Events Internship provides an opportunity for students to learn how to create and execute revenue-driven events and marketing campaigns.

Skills you will learn include, but are not limited to:

- Event planning and production
- Sponsorship fulfillment
- Prepare recap reports
- Research marketing materials
- Assist staff with planning, developing and execution of on-site station and client events.
- Acting as station representative on-site at events – this includes event organizers and station listeners.
- Execute the requirements of on-site promotions for all stations including station and sales events with a strong street level presence, activities and giveaways.

Skills Required:

- Takes initiative, willingness to learn
- Well organized, detail-oriented
- Dependable
- Be available evenings and weekends
- Ability to lift 50 pounds.
- Office tasks such as organizing, database entry, photo uploading, etc.

All interns must be enrolled in a College or University and receiving college credit. Students are expected to obtain and complete any forms necessary to receive credit for the internship experience. Internships are non-paid positions.

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