

Radio Sales Apprentice/Assistant

Get your start in broadcasting and digital media with Advanced Media Partners, Peoria's only locally owned broadcasting company. We are seeking a Sales Apprentice/Assistant to help maximize our sales efficiency for our stations Kiss-FM, 99.9 WWCT, Jack-FM and ESPN Radio. This job allows you to learn media sales from the ground up, leading into a full-fledged outside salesperson. The Media Sales Assistant will also serve an essential role by assisting and supporting our team of experienced sales professionals.

Responsibilities Include:

- Creating/proofing sales presentations, articles, ads, press releases, etc.
- Converting audience performance analytics and research to support our clients, programming and sales team.
- Support on local and regional sales and business initiatives.
- Various administrative duties and CRM management.
- Performs other duties as assigned.

Requirements:

- Familiar with standard office software (Excel, PowerPoint, Outlook, and Word).
- PowerPoint capable to create research updates with graphics, graphs, analytics.
- Strong analytical, judgment, and follow-up skills.
- Excellent organizational and time management skills.
- Interest in and enthusiasm for the broadcast/digital media industry.
- Strong computer literacy in a variety of digital environments.
- Experience with social media platforms.

This is a full-time position with a competitive salary as well as a great benefit package.

This position is a wonderful introduction to broadcasting as well as a unique opportunity to get involved in a supportive and active sales environment. We're looking for someone who understands the importance of how daily tasks impact the big picture and who will contribute efficient and timely support functions to our team.

Please submit resumes to charitys@ampillinois.com

