



POSTING DATE: October 03, 2011
JOB#: 80-11
JOB TITLE: 1500 ESPN Event Specialist PT
COMPANY: KSTP-AM, Advertising/Promotion
SCHEDULE: Part time - as needed
STATUS: Part Time Intermittent, Hourly

QUALIFICATIONS:

- Reliable, creative, outgoing, and personable
- Must be a problem solver with the ability to prioritize project needs
- Must have a flexible schedule with the ability to work nights, weekends and holidays
- Must have the ability to work well in a group as well as independently
- Must have a valid driver's license and clean driving record as determined by the Company (driving record will be checked)

DUTIES:

- Attends events and sales appearances to promote station; sets up, tears down, and cleans up event area most often independently
- Effectively interacts with public, event staff and clients in a professional manner
- Attends staff meetings.
- May perform some office work such as copying, organizing, mailing, phoning, typing and other duties as assigned
- Drives the station vehicles to events and on errands
- Works cooperatively & collaboratively in a professional manner with others while building working relationships with co-workers, customers, vendors, & general public
- Reports to work on time & works established schedule/hours along with the ability to work additional hours or alternative schedules as needed, assigned or required to complete a project or task

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. May need to stand for extend periods of time while working at an event or appearance. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

HUMAN RESOURCES DEPARTMENT
Job# 80-11
3415 University Ave
St Paul, MN 55114
Fax: (651) 642-4314
Email: apply@hbi.com
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER