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Entercom Seattle is one of the largest radio broadcasting companies in the Northwest.  
Our stations include:

<b>KISW-FM</b>	99.9	The Rock of Seattle
<b>KKWF-FM</b>	100.7	The Wolf
<b>KNDD-FM</b>	107.7	The End
<b>KMTT-FM</b>	103.7	The Mountain

#### **POSITION OPENINGS**

04/17/2008

**(Most recent openings are listed in red)**

#### **MANAGERIAL POSITIONS**

**The General Sales Manager of KNDD “The End”** is responsible for management and development of the outside sales team. He or she will be responsible for driving sales revenue and development of opportunities to achieve revenue objectives by targeting advertising and marketing dollars that are allocated for all media (not just radio) utilizing multiple assets and targeted messages to reach the advertisers customer base. This is not your traditional radio sales management job. We are looking for a progressive thinker that allows him or herself to think beyond a :60 second commercial.

#### **Responsibilities:**

- Coaching and growth of the “KNDD” Sales Team as we expand our efforts to combine radio advertising with new media.
- Ability to manage the opportunity pipelines for Sales Team and increase ratio of new business development over traditional radio sales
- Generate sales revenue through new and current product offerings. Create new revenue opportunities in conjunction with the Business Development Dept.
- Hands on approach in helping to negotiate deals and assist in closing business
- Accurately and consistently forecasts monthly revenue numbers

#### **Qualifications:**

- Proven track record of exceptional sales management results not limited to Radio but including internet, web and other media sales outlets.
- Highly motivated, and success driven approach to responsibilities
- Experience Using Creative Solution Based Selling techniques.
- Guide sellers to effectively sell at all levels of an organization (depth of contact.)
- Demonstrated ability to consistently generate revenue and exceed quota by guiding your sales staff in identifying, qualifying, and closing new business.
- Demonstrated ability to accurately forecast revenue monthly and quarterly
- Ability to perform in a dynamic and fast-paced environment with the other members of the management team
- Provide a strong and positive role model and lead by example for employees
- Ability to adjust to new, different, or changing requirements
- Competitive team player who wants to win

Send resume and cover letter to:  
kthornton@entercom.com or mail to  
1100 Olive Way, Ste 1650, Seattle, WA 98101  
Attn: Seattle HR  
No phone calls, please.  
Entercom is an Equal Opportunity Employer.

### **KKWF FM Promotions and Marketing Director**

100.7 The Wolf in Seattle, WA is seeking a Promotions and Marketing Director to:

- Develop and oversee all promotional and contest initiatives of station.
- Directly supervise employees in the Promotions Department including but not limited to hiring, training, disciplining and appraising performance of employees.
- Write, create and produce on-air promotional events when necessary.
- Work with Program Director to plan and develop station promotions.
- Supervise stations contests, prizes and listener events.
- Maintain accurate records of contestants, and ensure contests are conducted in accordance with FCC regulations and law.
- Represent station at community events and promotions.
- Coordinate activities of other departments involved in production of promotions and remotes.
- Maintain stations prize closet, inventory of station premiums and inventory and control of station banners.
- Prepare affidavits for clients attesting to the promotional announcements aired for a particular campaign.
- Coordinate all prizes and winners and make sure prizes are available for front desk distribution. Handle all release forms to insure 1099's are in order for distribution.
- Work with Sales Manager, Sales Department and Program Director to develop partnerships with key sales clients.

Please email résumé with cover letter to [kthornton@entercom.com](mailto:kthornton@entercom.com)  
**No calls please.**

## **SALES/MARKETING POSITIONS**

### **Account Executives/Experienced: All Stations**

You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, and money-motivated. Entercom Seattle has the latest tools and technology, the most knowledgeable management and is known as offering the best work environment for selling radio advertising in the industry. AE's are needed for KMTT, KKWF, KNDD, and KISW. Duties include: soliciting new business by contacting potential new clients, preparing sales materials and appropriate sales presentations, responding to and solving customer problems that arise, and providing customers with creative ideas for new types of advertising in order to maximize profits. Requirements: Bachelor's degree or experience in marketing and/or sales. Must be analytical, highly motivated, persuasive and have strong oral and written communication skills. Rush your resume today!

### **TRAFFIC**

**(No positions available at this time)**

## **PROGRAMMING**

### **KKWF FM Assistant Program Director**

KKWF Seattle is seeking a dynamic Assistant Program Director (APD) and midday personality to coordinate the leadership of The New 100.7 The Wolf. Directing and monitoring station's programming and activities in conformance with FCC rules and regulations. The Ideal candidate will have at least 1 - 3 years format experience, extensive knowledge of country music, a background in designing and implementing research studies, thorough knowledge of music scheduling software, familiar with automation (particularly Audio Vault), a street savvy promotional mentality, the ability write and conceive memorable station promos and marketing campaigns, be flexible, work under short deadlines and the ability to perform as On-Air Announcer. Computer skills and valid driver's license required.

Please email résumé with cover letter to [kthornton@entercom.com](mailto:kthornton@entercom.com)

No calls please.

**KKWF FM Morning Show Producer**

100.7 The Wolf in Seattle, WA is looking for a Morning Show Producer for one of America's newest and most dynamic country morning shows! The Fitz In The Morning show has experienced explosive growth since its debut two years ago. If you can help produce a killer morning show, grab audio fast, prep well, have great interview contacts and can edit a killer morning show promo fast we want to talk with you!

Please email résumé with cover letter to [kthornton@entercom.com](mailto:kthornton@entercom.com)

**PROMOTIONS**

**Street Team Coordinator- KISW – 99.9 FM**

KISW is currently seeking applicants for a part-time Street Team Coordinator position. Duties will include, but not limited assisting in managing, planning, scheduling, execution of promotional programs events for the station, remotes and events, and promotions. This person will be responsible for maintaining accurate records of station vehicles and other promotional equipment, including keeping all fleet vehicles in safe driving condition, and audio equipment. Qualified candidates must be highly organized, detail-oriented, and able to communicate well with others, and handle multiple tasks. A basic understanding of audio engineering is a plus. Minimum 6 months experience in promotions /marketing or related field preferred.

Qualifications:

Great customer service skills  
Ability to work alone and in groups as a member of a team  
Responsible with great attention to detail  
Energetic and outgoing  
Self-motivated  
Valid driver's license

Please email résumé with cover letter to [bthorpe@entercom.com](mailto:bthorpe@entercom.com)

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**Street Team Members- KNDD 107.7 The End**

Responsible for Set up broadcast areas and promotional materials (hang banners, coordinate sampling/giveaways) at station events and other marketing opportunities such as major station promotions, movie premiers, sales events, concerts, benchmark events and festivals. Office duties may apply. Must be reliable, responsible, outgoing and able to lift and carry 50lbs.. Weekends and evening work required. (Must be 21 to drive station vehicles).

Qualifications:

Great customer service skills  
Ability to work alone and in groups as a member of a team  
Responsible with great attention to detail  
Energetic and outgoing  
Self-motivated  
Valid driver's license

Please email résumé with cover letter to [jhammill@entercom.com](mailto:jhammill@entercom.com)

**Street Team Coordinator- KNDD 107.7 The End**

KNDD is currently seeking applicants for a part-time Street Team Coordinator position. Duties will include, but not limited assisting in managing, planning, scheduling, and execution of promotional programs and events for the station, remotes and events, and promotions. This person will be responsible for maintaining accurate records of station vehicles and other promotional equipment, including keeping all fleet vehicles in safe driving condition. Qualified candidates must be highly organized, detail-oriented, and able to communicate well with others, and handle multiple tasks. Minimum 6 months experience in promotions /marketing or related field preferred.

Qualifications:

Great customer service skills  
Ability to work alone and in groups as a member of a team  
Responsible with great attention to detail  
Energetic and outgoing  
Self-motivated

Valid driver's license

Please email résumé with cover letter to [jhammill@entercom.com](mailto:jhammill@entercom.com)

### **Promotions Assistant- KNDD 107.7 The End**

Part time position available! Responsible for general office duties including phone calls, mailings, and organizing prizes and station merchandise. Handling listener prize fulfillment, winner sheets and on-air contesting. Creating promotional proposals and recaps of events for promotional partners. Must be reliable, responsible and outgoing. Weekends and evening work required. Other duties could include; set up broadcast areas and promotional materials (hang banners, coordinate sampling/giveaways) at station events and other marketing opportunities. A completed Entercom application must be submitted with your resume to be considered for this position.

Qualifications:

Great customer service skills

Ability to work alone and in groups as a member of a team

Responsible with great attention to detail

Energetic and outgoing

Self-motivated

Valid driver's license

Please email résumé with cover letter to [jhammill@entercom.com](mailto:jhammill@entercom.com)

### **Wolf Pack Member**

FM 100.7, Seattle's Country Music Leader, currently seeking responsible, outgoing, enthusiastic and friendly individuals to represent the radio station at various promotional events in the Puget Sound. This position requires a strong work ethic, a positive attitude and strong customer service and organizational skills. Must be available to work flexible hours including nights, weekends and holidays. Some heavy lifting is required. Various office duties, such as calling winners, filing, faxing, etc. will be required as assigned. Position is entry level, part-time - up to 32 hours per week. Immediate openings for qualified individuals.

Employment Status: Part time up to 32 hours per week

Job Requirements: Valid driver's license and clean driving record required. Technical knowledge/experience of sound systems and promotional experience is a plus.

Educational Requirements: High school diploma.

**TECHNICAL**  
**(No positions available at this time)**

**BUSINESS/ACCOUNTING**  
**(No positions available at this time)**

**COORDINATOR/ADMINISTRATIVE**

### **Receptionist**

Entercom Seattle is seeking an organized and professional receptionist for its four radio stations. We are looking for an individual who can handle working in a multifaceted operation and is willing to be flexible in a rapidly changing environment.

- Internet savvy and Microsoft office proficient in all programs
- Tasks include but are not limited to answering phones, greeting guests, mail distribution
- Maintaining and ordering office supplies
- Dealing with station prize winners, distributing prizes and maintain a prize winners database.
- Great communication skills area a must
- Works well in a fast paced environment

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Attn: Seattle HR

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### **Administrative Sales Assistant**

Seeking organized, professional, who can handle working in a multifaceted operation and is willing to be flexible in a rapidly changing environment.

- internet savvy and Microsoft office proficient in all programs (including power point and spreadsheets), good with numbers
- Tasks include but are not limited to assisting management and sales staff with order entry.
- Maintaining files and sales confirmations.
- Work with Sales Manager to coordinate presentations for potential advertisers
- Communicating and resolving all discrepancies on orders
- Must communicate with accounts payable departments seeking payment on overdue bills.
- Responsible for minimal coverage of front desk/receptionist an average of (2) hours per week
- Works well in a fast paced environment

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### **INTERNSHIPS**

**Internship programs are available for college students receiving college credit. Interns must be earning college credit and must be age 18 or older. Email [kthornton@entercom.com](mailto:kthornton@entercom.com) for an internship application.**

*Your resume may also be submitted to [alljobs@entercom.com](mailto:alljobs@entercom.com), however, please remember you must submit an application to be considered for our positions.*

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