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**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Michelle Fraser
EEO Manager

9-20-22
Date file completed



Summit Media Richmond

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 9/1/22

From: Bob Willoughby

Dept: Promotions

Job Title of Open Position: Promotions Director

Date required: Immediate

Full Time Yes

Budgeted Yes

Job Description

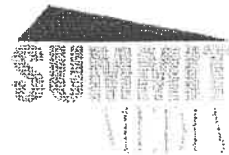
About this Job

Overview: SummitMedia Richmond has an immediate opening for a Full Time Promotions Director for the Richmond Cluster. This position will work directly with the President/General Manager and Operations Manager to plan and execute promotions, marketing, and events. The Promotions Director is responsible for overseeing the promotions department, including hiring and scheduling part-time staff as needed. The ideal candidate is self-motivated, organized, detail-oriented, and has strong time-management and communication skills. All employees are expected to bring a positive attitude to the workplace, and must be cheerful, cooperative, productive, and a team player. This position may be asked to perform other duties, as needed, for the effective operation of the stations. You must have prior radio experience and proficiency with computer programs and basic knowledge of vPromo, vCreative, Photoshop, Zipwhip, and WordPress.

The Company: SummitMedia Richmond is a dynamic radio & digital company, serving our local customers with focus-based messages that deliver results. With six radio stations (K95, Classic Rock 96.5, Awesome 100.9, 103.7 Your Variety, ESPN 106.1, and 104.3 Classic Country), six websites, digital product suite, and a team of passionate, creative, and talented professionals, we customize message development strategies for clients to share with thousands of potential customers through creative and diversified products on-air, online, and on location. We recruit, develop, empower, and retain motivated employees who identify opportunities to create solutions that benefit their customers and the communities they serve. By initiating future growth (professionally and personally), company-wide openness, strategic innovation, and personal ownership, SummitMedia Richmond strives to surpass client expectations. We embrace a professional family atmosphere, where a healthy work-life balance is supported by a culture founded on Respect, Integrity, Customer Focus, and having Fun!

Qualifications:

- 3-5 years full time radio promotional experience strongly preferred
- Proficiency with computer programs and basic knowledge of vPromo, vCreative, Photoshop, Zipwhip, and WordPress
- Strong analytical thinking, problem solving skills, organizational and communication skills (both written and oral) with attention to detail



- Must be highly detail oriented with the ability to prioritize work and perform multiple tasks simultaneously in a fast paced and changing environment
- Excellent time management skills
- Strong understanding of multiple radio formats
- Ability to develop and maintain relationships with the press, broadcast media, vendors, and community leaders to ensure press releases, print advertisements, and TV cross promotion
- Must be a team player with a commitment to relationship-building, both internally and externally
- Strong social media skills with the ability to manage an organic social media strategy
- Proficient with PowerPoint, Excel, and Microsoft Word
- Proven self-starter with the ability to work both independently and in a team environment
- Prefer a 4-year degree in applicable field

Responsibilities of this position may include the following:

- Develop original concepts, scripts, ideas, and pitches that are compelling and reflect each brand's strategy, voice, and relevance to each brand's audience
- Help plan and develop all station events
- Develop an annual promotional calendar with the Operations Manager and Program Director's direction to achieve market objectives and drive digital and terrestrial consumption while following the budget
- Collaborate with the programming and market leadership to develop and execute all facets of promotions and marketing
- Demonstrate technical marketing skills and product knowledge of all stations in the Richmond cluster
- Manage all areas of the promotions department, which include image, appearances, station merchandising, and community and public relations
- Manage part-time staff by scheduling events, projects, social content, etc.
- Collaborate with the sales staff to develop and execute promotions for clients
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- Attend staff meetings
- Creatively and consistently implement the programming strategy
- Set up and breakdown of promotional setups used for on-site promotion events
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses
- Interact with listeners, co-workers, and station clients in a professional manner
- Act as liaison between the promotions and programming, sales, and market leadership
- Coordinate with staff in the setup and maintenance of equipment while working live or remote broadcasts



- Maintain listener databases and send weekly and monthly station e-blasts as directed
- Maintain professional competency, knowledge, and skills through a commitment to continuing professional development and training
- Carry out all other duties assigned to Employee by Company

Application Information:

To apply for this position, please email a resume and cover letter to Careers.Richmond@summitmediacorp.com with the subject line: Promotions Director

About SUMMITMEDIA LLC

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A handwritten signature in black ink, consisting of a stylized, cursive letter 'M' enclosed within a circle.

9/12/22



Promotions Director

SUMMITMEDIA, LLC

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- Attend staff meetings
- Creatively and consistently implement the programming strategy
- Set up and breakdown of promotional setups used for on-site promotion events
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses
- Interact with listeners, co-workers, and station clients in a professional manner
- Act as liaison between the promotions and programming, sales, and market leadership
- Coordinate with staff in the setup and maintenance of equipment while working live or remote broadcasts
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INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate’s application. This form should be maintained in the Job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Promotions Director

Name of Department: Promotions

Person Preparing This Report: Dave Symonds

Location: Richmond VA

Date Prepared: 9/20/22

Name/Title of Hiring Manager: Dave Symonds

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
1/6/14	Steven Tyler	Monster	3
1/7/14	Katie Perry	ABA Website	1

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
9/4/22	Denise Lang	Employee Referral	2
9/19/22	Patrick Mangan	Current Employee	1
9/8/22	Patrick McIntosh	Indeed	1
9/8/22	Julia Silvia	Indeed	1
9/12/22	Jeffery Lyons	Employee Referral	1
9/14/22	Joe Britton	Indeed	1

- ** DISPOSITION**
1. Interviewed, no offer
 2. Interviewed, offer extended, and hired
 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name: Denise Lang 2. Date: 9-4-22

3. Position Applied For: Promotions Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Patrick Mangar 2. Date: 9-19-22

3. Position Applied For: Promotions Director

4. How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement _____
Name of Publication

Community Organization _____
Name

Other current employee



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Patrick McIntosh 2. Date: 9-8-22

3. Position Applied For: Promotions Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



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1. Name: Julia Silvia 2. Date: 9-8-22

3. Position Applied For: Promotions Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



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1. Name: Jeffery Lyons 2. Date: 9-12-22

3. Position Applied For: Promotions Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other _____



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1. Name: Joe Britton 2. Date: 9-14-22

3. Position Applied For: Promotions Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Promotions Director

FULL-TIME OR PART-TIME: Full-time

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
1. <u>Internal Posting</u>	<u>1</u>
2. <u>Indeed</u>	<u>3</u>
3. <u>All Access</u>	<u>0</u>
4. <u>Station Websites</u>	<u>0</u>
5. <u>Handshake</u>	<u>0</u>
6. <u>VAB</u>	<u>0</u>
7. <u>Employee Referral</u>	<u>2</u>
8. _____	_____
9. _____	_____
10. _____	_____

DATE POSITION WAS FILLED: 9/21/22

REFERRAL SOURCE OF APPLICANT HIRED: employee referral



Promotions Director

SummitMedia LLC
Richmond, VA 23236
From \$40,000 a year - Full-time

Apply now

Job details

Salary
From \$40,000 a year

Job Type
Full-time

Benefits

Pulled from the full job description

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off

Show 2 more benefits

Full Job Description

Promotions Director
SUMMITMEDIA, LLC

About this Job

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Qualifications:

- 3-5 years full time radio promotional experience strongly preferred
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Responsibilities of this position may include the following:

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- Collaborate with the programming and market leadership to develop and execute all facets of promotions and marketing
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- Manage all areas of the promotions department, which include image, appearances, station merchandising, and community and public relations
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- Collaborate with the sales staff to develop and execute promotions for clients
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- Develop creative and compelling on-air contests
- Work with outside vendors to execute marketing programs and initiatives
- Create and implement revenue-generating programs and contests

- Assist in the development and management of website content
- Manage station mobile app content, active functions, and promotion plan to increase downloads and listener engagement
- Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience
- Attend staff meetings
- Creatively and consistently implement the programming strategy
- Set up and breakdown of promotional setups used for on-site promotion events
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses
- Interact with listeners, co-workers, and station clients in a professional manner
- Act as liaison between the promotions and programming, sales, and market leadership
- Coordinate with staff in the setup and maintenance of equipment while working live or remote broadcasts
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- Maintain professional competency, knowledge, and skills through a commitment to continuing professional development and training
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Job Type: Full-time

Pay: From \$40,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability

Work Location: One location

Hiring Insights

Hiring 1 candidate for this role

Job activity

Posted 1 day ago

1 day ago

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Report job

[Promotions Director jobs in Richmond, VA](#)

[Jobs at SummitMedia in Richmond, VA](#)

[Promotions Director salaries in Richmond, VA](#)

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Job Listing

Organization: WKHK-FM

Department: Promotion

Employment Type: Full Time

Location: Richmond, VA

Job Position Title: Promotions Director

Times Viewed:

Job Description:

Promotions Director

SUMMITMEDIA, LLC

[About this Job](#)

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Forums

Quick links | FAQ | Notifications | Private messages | msfraser | User Control Panel | Your posts | Board index | Job Market | Job Openings

Promotions Director - SummitMedia Richmond

Moderators: shawnski, jdenver, mpaulsen68

Forum rules
 You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability. No voiceover, voicetracking, or other business plugs, please!

1 post • Page 1 of 1

msfraser

Promotions Director - SummitMedia Richmond

Thu Sep 08, 2022 1:45 pm

Promotions Director
 SUMMITMEDIA, LLC

About this Job
 Overview: SummitMedia Richmond has an immediate opening for a Full Time Promotions Director for the Richmond Cluster. This position will work directly with the President/General Manager and Operations Manager to plan and execute promotions, marketing, and events. The Promotions Director is responsible for overseeing the promotions department, including hiring and scheduling part-time staff as needed. The ideal candidate is self-motivated, organized, detail-oriented, and has strong time-management and communication skills. All employees are expected to bring a positive attitude to the workplace, and must be cheerful, cooperative, productive, and a team player. This position may be asked to perform other duties, as needed, for the effective operation of the stations. You must have prior radio experience and proficiency with computer programs and basic knowledge of vPromo, vCreative, Photoshop, Zipwhip, and WordPress.

ALL ACCESS DOWNLOADS
 WE'VE GOT YOUR NEW **HOT AC & AC** MUSIC HERE!
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[Video](#)
[Podcast](#)
[People](#)
[Columns](#)
[Charts](#)

and talented professionals, we customize message development strategies for clients to share with thousands of potential customers through creative and diversified products on-air, online, and on location. We recruit, develop, empower, and retain motivated employees who identify opportunities to create solutions that benefit their customers and the communities they serve. By initiating future growth (professionally and personally), company-wide openness, strategic innovation, and personal ownership, SummitMedia Richmond strives to surpass client expectations. We embrace a professional family atmosphere, where a healthy work-life balance is supported by a culture founded on Respect, Integrity, Customer Focus, and having Fun!

Why Expel made the Gartner® Emerging Technologies and

Qualifications:

- 3-5 years full time radio promotional experience strongly preferred
- Proficiency with computer programs and basic knowledge of vPromo, vCreative, Photoshop, Zipwhip, and WordPress
- Strong analytical thinking, problem solving skills, organizational and communication skills (both written and oral) with attention to detail
- Must be highly detail oriented with the ability to prioritize work and perform multiple tasks simultaneously in a fast paced and changing environment
- Excellent time management skills
- Strong understanding of multiple radio formats
- Ability to develop and maintain relationships with the press, broadcast media, vendors, and community leaders to ensure press releases, print advertisements, and TV cross promotion
- Must be a team player with a commitment to relationship-building, both internally and externally
- Strong social media skills with the ability to manage an organic social media strategy
- Proficient with PowerPoint, Excel, and Microsoft Word
- Proven self-starter with the ability to work both independently and in a team environment
- Prefer a 4-year degree in applicable field

Responsibilities of this position may include the following:

- Develop original concepts, scripts, ideas, and pitches that are compelling and reflect each brand's strategy, voice, and relevance to each brand's audience
- Help plan and develop all station events
- Develop an annual promotional calendar with the Operations Manager and Program Director's direction to achieve market objectives and drive digital and terrestrial consumption while following the budget
- Collaborate with the programming and market leadership to develop and execute all facets of promotions and marketing
- Demonstrate technical marketing skills and product knowledge of all stations in the Richmond cluster
- Manage all areas of the promotions department, which include image, appearances, station merchandising, and community and public relations
- Manage part-time staff by scheduling events, projects, social content, etc.
- Collaborate with the sales staff to develop and execute promotions for clients



Home | Formats | Net News | Mediabase | Ratings | Jobs | Forums | Directory | VO | Music | Video | Podcast | People | Columns | Charts

- Manage station mobile app content, active functions, and promotion plan to increase downloads and listener engagement
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- Attend staff meetings
- Creatively and consistently implement the programming strategy
- Set up and breakdown of promotional setups used for on-site promotion events
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses
- Interact with listeners, co-workers, and station clients in a professional manner
- Act as liaison between the promotions and programming, sales, and market leadership
- Coordinate with staff in the setup and maintenance of equipment while working live or remote broadcasts
- Maintain listener databases and send weekly and monthly station e-blasts as directed
- Maintain professional competency, knowledge, and skills through a commitment to continuing professional development and training
- Carry out all other duties assigned to Employee by Company

Application Information:

To apply for this position, please email a resume and cover letter to Careers.Richmond@summitmediacorp.com with the subject line: Promotions Director

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1 post • Page 1 of 1

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Promotions Director

Job #6959430 • Created 9/8/2022 by Michelle Fraser • Expires 10/15/2022

[Edit](#)

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[\(/emp/jobs/6959430/edit\)](/emp/jobs/6959430/edit)

[Overview \(/emp/jobs/6959430\)](#)

[Schools \(/emp/jobs/6959430/schools\)](#)

[Matches](#)

Basic Information

Locations

Richmond, Virginia, United States

Compensation

Paid • \$40,000 per year

Duration

Permanent

Job Roles

[Edit](#)

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. [Learn more \(https://support.joinhandshake.com/hc/en-us/articles/360033423494\)](#)

[Advertising and Promotions Managers](#)

[Producers and Directors](#)

Job Description

[Edit](#)

[\(/emp/jobs/6959430/edit?initial_page=1\)](/emp/jobs/6959430/edit?initial_page=1)

Promotions Director
SUMMITMEDIA, LLC

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Qualifications:

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- Collaborate with the sales staff to develop and execute promotions for clients
- Develop client promotional proposals for sales staff

- Develop creative and compelling on-air contests
- Work with outside vendors to execute marketing programs and initiatives
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About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company

Preferences

Edit

[\(/emp/jobs/6959430/edit?initial_page=2\)](/emp/jobs/6959430/edit?initial_page=2)

Graduation Date

No Graduation Date set

School Years

No School Year preference set

Majors

No Major preference set

GPA

No GPA preference set

Work Authorization

US work authorization is required

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Targeted schools

[Post to more schools \(/emp/jobs/6959430/edit?initial_page=3\)](/emp/jobs/6959430/edit?initial_page=3)

Approved (13)

Pending (2)

Declined (1)

School	Status	Applications	Comments	Apply Start	Expiration	
Christopher Newport University	Declined	0	1	9/8/22	10/15/22	≡
George Mason University	Approved	0	0	9/8/22	10/15/22	≡
Hampden-Sydney College	Approved	0	0	9/8/22	10/15/22	≡
Hollins University	Pending	0	0	9/8/22	10/15/22	≡
James Madison University	Approved	0	0	9/8/22	10/15/22	≡
Liberty University	Approved	0	0	9/8/22	10/15/22	≡
Longwood University	Pending	0	0	9/8/22	10/15/22	≡
Mary Baldwin University	Approved	0	0	9/8/22	10/15/22	≡

Marymount University	Approved	0	0	9/8/22	10/15/22	≡
Norfolk State University	Approved	0	0	9/8/22	10/15/22	≡

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Load more

Targeted schools

[Post to more schools \(/emp/jobs/6959430/edit?initial_page=3\)](/emp/jobs/6959430/edit?initial_page=3)

- Approved (13)
- Pending (2)
- Declined (1)

School	Status	Applications	Comments	Apply Start	Expiration	
Radford University	Approved	0	0	9/8/22	10/15/22	≡
University of Mary Washington	Approved	0	0	9/8/22	10/15/22	≡
University of Virginia	Approved	0	0	9/8/22	10/15/22	≡
Virginia Commonwealth University	Approved	3	0	9/8/22	10/15/22	≡
Virginia Military Institute	Approved	0	0	9/8/22	10/15/22	≡
Virginia Tech	Approved	0	0	9/8/22	10/15/22	≡

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Home

Richmond

Promotions Director - Richmond

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- Manage station mobile app content, active functions, and promotion plan to increase downloads and listener engagement
- Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience
- Attend staff meetings



ON AIR
Garret Doll
Mon - Fri: 03:00 PM - 07:00 PM



LISTEN LIVE
([HTTPS://LISTEN.STREAMON.FM/WKHK](https://listen.streamon.fm/wkHK))



(<https://www.k95country.com>)

Employment

Equal Employment Opportunity Statement

SummitMedia – Richmond is an Equal Opportunity Employer. In accordance with the FCC’s EEO regulations, any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers may request that it be provided notice of SummitMedia – Richmond job vacancies as they occur. If your organization would like to be notified such vacancies, please contact Michelle Fraser at SummitMedia – Richmond: 812 Moorefield Park Drive, Suite #300, Richmond, VA 23236. Each organization that wishes to be given notice of job vacancies must provide its name, mailing address, email address, telephone, and contact person, and identify the category or categories of vacancies of which it requests notice.

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Promotions Director

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- Attend staff meetings
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Account Executive

The Account Managers primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager.

Account Managers are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital portfolios

The Account Manager will be accountable for all aspects of the account list including sales service, internal and external communications as well as collections owed to the Station.

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ON AIR
Ricky

Mon - Fri: 02:00 PM - 07:00 PM



LISTEN LIVE
(HTTPS://LISTEN.STREAMON.FM/WKLR)



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- Maintain professional competency, knowledge, and skills through a commitment to continuing professional development and training
- Carry out all other duties assigned to Employee by Company

To apply for this position, please email a resume and cover letter to Careers.Richmond@summitmediacorp.com (mailto:Careers.Richmond@summitmediacorp.com) with the subject line: Promotions Director

Marketing Strategy Lead

The Marketing Strategy Leads primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager.

Marketing Strategy Lead are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital portfolio.

The Marketing Strategy Lead will be accountable for all aspects of the account list including: sales, service, internal and external communications as well as collections owed to the Station.

Marketing Strategy Lead will also need to interact with a variety of businesses throughout the Richmond area to develop winning advertising campaigns that deliver results for their clients.

Marketing Strategy Lead other responsibilities will include but are not limited to

- Generate new business for both broadcast and digital.
- Generate "Target" Account development.

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Employment

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Promotions Director

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asked to perform other duties, as needed, for the effective operation of the stations. You must have prior radio experience and proficiency with computer programs and basic knowledge of vCreative, Photoshop, Zipwhip, and WordPress.

Qualifications:

- 3-5 years full time radio promotional experience strongly preferred
- Proficiency with computer programs and basic knowledge of vPromo, vCreative, Photoshop, Zipwhip, and WordPress
- Strong analytical thinking, problem solving skills, organizational and communication skills (both written and oral) with attention to detail
- Must be highly detail oriented with the ability to prioritize work and perform multiple tasks simultaneously in a fast paced and changing environment
- Excellent time management skills
- Strong understanding of multiple radio formats
- Ability to develop and maintain relationships with the press, broadcast media, vendors, and community leaders to ensure press releases, print advertisements, and TV cross promotion
- Must be a team player with a commitment to relationship-building, both internally and externally
- Strong social media skills with the ability to manage an organic social media strategy
- Proficient with PowerPoint, Excel, and Microsoft Word
- Proven self-starter with the ability to work both independently and in a team environment
- Prefer a 4-year degree in applicable field

Responsibilities of this position may include the following:

- Develop original concepts, scripts, ideas, and pitches that are compelling and reflect each brand's strategy, voice, and relevance to each brand's audience
- Help plan and develop all station events

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- Develop an annual promotional calendar with the Operations Manager and Program Director in direction to achieve market objectives and drive digital and terrestrial consumption while staying within the budget
- Collaborate with the programming and market leadership to develop and execute all facets of promotions and marketing
- Demonstrate technical marketing skills and product knowledge of all stations in the Richmond cluster
- Manage all areas of the promotions department, which include image, appearances, station merchandising, and community and public relations
- Manage part-time staff by scheduling events, projects, social content, etc.
- Collaborate with the sales staff to develop and execute promotions for clients
- Develop client promotional proposals for sales staff
- Develop creative and compelling on-air contests
- Work with outside vendors to execute marketing programs and initiatives
- Create and implement revenue-generating programs and contests
- Assist in the development and management of website content
- Manage station mobile app content, active functions, and promotion plan to increase downloads and listener engagement
- Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience

· Attend staff meetings

· Creatively and consistently implement the programming strategy

· Set up and breakdown of promotional setups used for on-site promotion events

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- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations ensuring compliance and protection of station licenses
- Interact with listeners, co-workers, and station clients in a professional manner (<https://www.1037yourvariety.com>)
- Act as liaison between the promotions and programming, sales, and market leadership
- Coordinate with staff in the setup and maintenance of equipment while working live or remote broadcasts
- Maintain listener databases and send weekly and monthly station e-blasts as directed
- Maintain professional competency, knowledge, and skills through a commitment to continuing professional development and training
- Carry out all other duties assigned to Employee by Company

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ON AIR
**The Sports Huddle with
Bob Black**
Mon - Fri: 04:00 PM - 06:00 PM



(<https://www.espnrichmond.com>)

LISTEN LIVE

(<https://LISTEN.STREAMON.FM/WURVHD2>)



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responsible for overseeing the promotions department, including hiring and scheduling part-time staff as needed. The ideal candidate is self-motivated, organized, detail-oriented, and has strong time-management and communication skills. All employees are expected to bring a positive attitude to the workplace, and must be cheerful, cooperative, productive, and a team player. This position may be asked to perform other duties, as needed, for the effective operation of the stations. You must have prior radio experience and proficiency with computer programs and basic knowledge of vPromo, vCreative, Photoshop, Zipwhip, and WordPress.

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- Develop original concepts, scripts, ideas, and pitches that are compelling and reflect each brand's strategy, voice, and relevance to each brand's audience
- Help plan and develop all station events
- Develop an annual promotional calendar with the Operations Manager and Program Director's direction to achieve market objectives and drive digital and terrestrial consumption while following the budget
- Collaborate with the programming and market leadership to develop and execute all facets of promotions and marketing
- Demonstrate technical marketing skills and product knowledge of all stations in the Richmond cluster
- Manage all areas of the promotions department, which include image, appearances, station merchandising, and community and public relations
- Manage part-time staff by scheduling events, projects, social content, etc.
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- Assist in the development and management of website consent
- Manage station mobile app content, active functions, and promotion plan to increase downloads and listener engagement
- Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience
- Attend staff meetings

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- Creatively and consistently implement the programming strategy
- Set up and breakdown of promotional setups used for on-site promotion events
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses
- Interact with listeners, co-workers, and station clients in a professional manner
- Act as liaison between the promotions and programming, sales, and market leadership
- Coordinate with staff in the setup and maintenance of equipment while working live or remote broadcasts
- Maintain listener databases and send weekly and monthly station e-blasts as directed
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- Help plan and develop all station events
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- Attend staff meetings
- Creatively and consistently implement the programming strategy

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- Set up and breakdown of promotional setups used for on-site promotion events
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations ensuring compliance and protection of station licenses
- Interact with listeners, co-workers, and station clients in a professional manner
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**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Michelle Fraser
EEO Manager

10-18-22
Date file completed

SummitMedia LLC
PERSONNEL REQUISITION POSITION APPROVAL

TO: Senior Vice President Finance

Date: 6/8/21

From: Bob Willoughby/Richmond Group

Dept: Richmond Sales

Job Title of Open Position: Marketing Strategy Lead

Date required: 7/7/21

Full Time

Part Time

New Position

Budgeted Yes No

Posting for internal board:

Overview

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive in a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies.
- Ability to work independently or in team environment

OK
11/27/22

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About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

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Marketing Strategy Lead

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INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Marketing Strategy Lead Name of Department: Sales

Person Preparing This Report: Michelle Fraser Location: Richmond

Date Prepared: 10-18-22 Name/Title of Hiring Manager: Julie Monaco

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
1/6/14	Steven Tyler	Monster	3
1/7/14	Katie Perry	ABA Website	1

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
3-24-22	Sarah MOOSA	Employee Referral	3
2-15-22	Mike King	station website	3
2-4-22	Ashley Saville	station website	3
2-26-22	Lauren Modesty	station website	3
4-2-22	Kayla Epperson	indeed	1
8-24-22	Hunter Harris	LinkedIn	2
8-26-22	Patrick McIntosh	LinkedIn	1
8-17-22	Melina DeNunzio	LinkedIn	1
8-19-22	Lauren Rupe	LinkedIn	1
8-24-22	Madi Thomas	LinkedIn	1

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name: Hunter Harris 2. Date: 8-24-22

3. Position Applied For: Marketing Strategy Lead

4. How were you referred for employment?

- School _____
Name of School
- Agency _____
Name of Agency
- Employee _____
Name of Employee
- Advertisement LinkedIn
Name of Publication
- Community Organization _____
Name
- Other _____



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1. Name: Patrick McIntosh 2. Date: 8-26-22

3. Position Applied For: Marketing Strategy Lead

4. How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement LinkedIn
Name of Publication

Community Organization _____
Name

Other _____



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1. Name: Melina DeNunzio 2. Date: 6-17-22

3. Position Applied For: Marketing Strategy Lead

4. How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement LinkedIn
Name of Publication

Community Organization _____
Name

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INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Lauren Ruppe 2. Date: 8-19-22

3. Position Applied For: Marketing Strategy Lead

4. How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement LinkedIn
Name of Publication

Community Organization _____
Name

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Madri Thomas 2. Date: 8-24-22

3. Position Applied For: Marketing Strategy Lead

4. How were you referred for employment?

School _____
Name of School

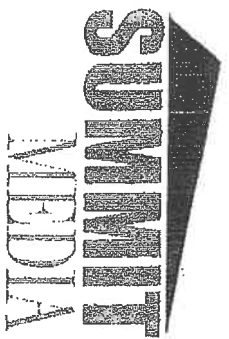
Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement LinkedIn
Name of Publication

Community Organization _____
Name

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name:

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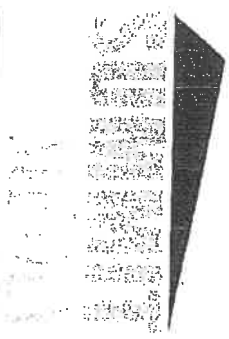
2. Date:

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											Month		2022								
											Year										

3. Position Applied For: Sales

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input type="checkbox"/>	Employee	Name of Employee
<input type="checkbox"/>	Advertisement	Name of Publication
<input type="checkbox"/>	Community Organization	Name
<input checked="" type="checkbox"/>	Other	<u>Beth Lloyd</u>



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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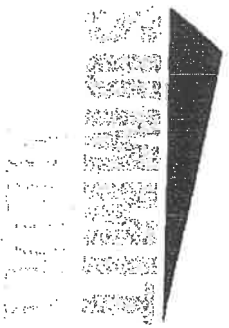
1. Name: _____ 2. Date: _____

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3. Position Applied For: MSL

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input type="checkbox"/>	Employee	Name of Employee
<input type="checkbox"/>	Advertisement	Name of Publication
<input type="checkbox"/>	Community Organization	Name
<input checked="" type="checkbox"/>	Other	<u>Station Website</u>



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

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3. Position Applied For: MSL

4. How were you referred for employment?

School _____ Name of School _____

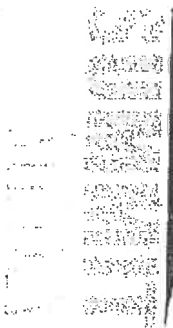
Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement _____ Name of Publication _____

Community Organization _____ Name _____

Other Action website Name _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

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3. Position Applied For: MSL

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input type="checkbox"/>	Employee	Name of Employee
<input type="checkbox"/>	Advertisement	Name of Publication
<input type="checkbox"/>	Community Organization	Name
<input checked="" type="checkbox"/>	Other	<u>Station Website</u>



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

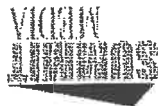
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1. Name: _____ 2. Date: _____

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3. Position Applied For: MSL 4. How were you referred for employment?

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<input checked="" type="checkbox"/>	Advertisement	_____	Name of Publication	<u>MSL</u>
<input type="checkbox"/>	Community Organization	_____	Name	_____
<input type="checkbox"/>	Other	_____	Name	_____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Marketing Strategy Lead

FULL-TIME OR PART-TIME: Full-time

NUMBER OF REFERRED APPLICANTS INTERVIEWED

0
1
5
3
0
0
1

RECRUITMENT SOURCES


1. Internal Posting
2. Indeed
3. LinkedIn
4. Station websites
5. Handshake
6. VAB
7. Employee referral
8.
9.
10.

DATE POSITION WAS FILLED: 10-31-22

REFERRAL SOURCE OF APPLICANT HIRED: LinkedIn



Marketing Strategy Lead

 SummitMedia, LLC • Greater Richmond Region (Hybrid)
 Active • Posted 2 minutes ago • \$0.00 spent

Job Info Settings

Job description

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

Industry Marketing & Advertising
Employment Type Full-time

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.

- Analytics
- Interviews
- Search resumes
- Candidates
- Campaigns
- Jobs
- + Post a job**
- Collapse

Marketing Strategy Lead

SummitMedia, LLC - Richmond, VA

Back to all jobs

Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.

10

Candidates: 0

Views: 0

Created: Augu

Details

Sponsor this job

Open

indeed

SummitMedia, LLC

Owner: chelsea.meinecke@summitmediacorp.com

Virginia Association of Broadcasters
Christina Sandridge
250 West Main Street
Suite 100
Charlottesville, Virginia 22902
434-977-3716

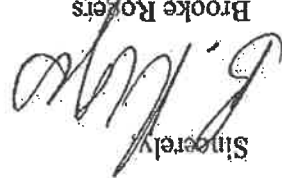
January 19, 2022

Ms. Sandridge:

I am writing to let you know of an exciting new job opportunity at SummitMedia LLC Richmond. Enclosed is a job description of the position along with the position qualifications, response deadlines and procedures. We would appreciate it if you would make this information available to you members and encourage qualified individuals to seek to apply. It also would be most helpful if you would advise the people you refer to indicate your organization as the referred source.

SummitMedia LLC, Inc. is an Equal Opportunity Employer. We encourage all qualified individuals without regard to race, color, religion, national origin, age or sex to seek to apply for available positions at our company.

Thanks you in advance for your help. Please do not hesitate to contact me if you have any questions.

Sincerely,

Brooke Rogers
HR/Office Manager
804-327-0857

Enclosure



Marketing Strategy Lead

Overview

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

To apply, please submit a cover letter and resume to or send via email to SummitMediaCorp.812McurefieldParkDrive.Suite300.Richmond.VA@summitmediacorp.com. No calls please. Summit Media Corp. is an Equal Opportunity Employer.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Virginia Association of Broadcasters
Christina Sandridge
250 West Main Street
Suite 100
Charlottesville, Virginia 22902
434-977-3716

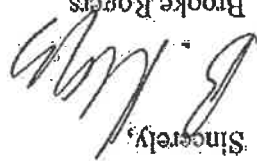
November 1, 2021

Ms. Sandridge:

I am writing to let you know of an exciting new job opportunity at SummitMedia LLC Richmond. Enclosed is a job description of the position along with the position qualifications, response deadlines and procedures. We would appreciate it if you would make this information available to you members and encourage qualified individuals to seek to apply. It also would be most helpful if you would advise the people you refer to indicate your organization as the referred source.

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Thanks you in advance for your help. Please do not hesitate to contact me if you have any questions.

Sincerely,

Brooke Rogers
HR/Office Manager
804-327-0857

Enclosure

Type to search... Search Create Job (/emp/jobs/new)

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Can't find a job you're looking for? Make sure you've added the school (/emp/employer_approvals/more_schools_on_handshake) it's posted to.



ID	Job	Applicants	School	Expires	Sta
<input type="checkbox"/>	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=326)	James Madison University (/jobs/5876706)	2/19/2022 (/jobs/5876706)	Pe (/jc)
<input type="checkbox"/>	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=326)	Mary Baldwin University (/jobs/5876706)	2/19/2022 (/jobs/5876706)	Ap (/jc)
<input type="checkbox"/>	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=617)	Christopher Newport University (/jobs/5876706)	2/19/2022 (/jobs/5876706)	Pe (/jc)
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Services Markets Leadership Join Our Team
Home

Marketing Strategy Lead - Richmond

Richmond

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.

- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the clients' needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices

Marketing Strategy Lead

SummitMedia, LLC is an Equal Opportunity Employer.

(mailto:careers.richmond@summitmediacorp.com).

To request more information or to submit your resume, **click here**

SummitMedia – Richmond is an Equal Opportunity Employer. In accordance with the FCC's EEO regulations, any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers may request that it be provided notice of SummitMedia – Richmond job vacancies as they occur. If your organization would like to be notified such vacancies, please contact Michelle Fraser at SummitMedia – Richmond: 812 Moorefield Park Drive, Suite #300, Richmond, VA 23236. Each organization that wishes to be given notice of job vacancies must provide its name, mailing address, email address, telephone, and contact person, and identify the category or categories of vacancies of which it requests notice.

Equal Employment Opportunity Statement

(https://www.k95country.com)



LISTEN LIVE

[HTTPS://LISTEN.STREAMON.FM/WKHK](https://listen.streamon.fm/wkhk)



Garret Doll

ON AIR

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The Marketing Strategy Lead's primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager.

Marketing Strategy Leads are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital portfolio.

The Marketing Strategy Lead will be accountable for all aspects of the account list including: sales, service, internal and external communications as well as collections owed to the Station. Marketing Strategy Leads will also need to interact with a variety of businesses throughout the Richmond area to develop winning advertising campaigns that deliver results for their clients. Marketing Strategy Leads other responsibilities will include but are not limited to:

- Generate new business for both broadcast and digital.
- Generate "Target" Account development.
- Complete any and all sales training elements needed.
- Maintain great customer service inside and outside of the organization.
- Achieve station and digital budgets
- Attend and execute station promotions as needed.
- Performing other related duties as may be assigned by the Sales Manager.

Other Qualifications:

- Outgoing personality
- Excellent communications skills
- Problem solving capabilities
- Creative thinking skills
- Microsoft Office proficiency
- Ability to work independently and within a team setting.

To apply, please submit a cover letter and resume to Careers.Richmond@summitmediacorp.com or send via snail mail to SummitMedia, LLC – 812 Moorefield Park Drive, Suite #300, Richmond, VA 23236. No calls please. SummitMedia, LLC is an Equal Opportunity Employer.

Part-Time Promotions Assistant

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Employment

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APPLY NOW

SummitMedia, LLC is an Equal Opportunity Employer.

Marketing Strategy Lead

The Marketing Strategy Leads primary responsibilities are to provide all levels of Advertisers. This position will report to the General Sales Manager.

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Part-Time Promotions Assistant

SummitMedia – Richmond is looking for responsible, energetic, well-spoken and outgoing individuals to join our innovative Promotions Team. As a team member you'll work hard but have fun with a maximum of 29 hours per week as the face of various SummitMedia-Richmond radio stations. You will interact with listeners/clients, be a part of creating fun events, promote various contests or aspects of our station. You will



ON AIR
Ricky

Mon - Fri: 02:00 PM - 07:00 PM



(https://www.classicrock

Employment

Equal Employment Opportunity Statement

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APPLY NOW

SummitMedia, LLC is an Equal Opportunity Employer.

Marketing Strategy Lead

The Marketing Strategy Leads primary responsibilities are to provide all levels of support to the Advertisers. This position will report to the General Sales Manager.

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Other Qualifications:

- Outgoing personality
- Excellent communications skills
- Problem solving capabilities
- Creative thinking skills
- Microsoft Office proficiency
- Ability to work independently and within a team setting.

To apply, please submit a cover letter and resume to Careers.Richmond@summitmediacorp.com (mailto:Careers.Richmond@summitmediacorp.com) or send via snail mail to SummitMedia, LLC – 812 Moorefield Park Drive, Suite #300, Richmond, VA 23236. No calls please. SummitMedia, LLC is an Equal Opportunity Employer.

Part-Time Promotions Assistant

SummitMedia – Richmond is looking for responsible, energetic, well-spoken and outgoing individuals to join our innovative Promotions Team. As a team member you'll work hard but have fun with a maximum of 29 hours per week as the face of various SummitMedia-Richmond radio stations. You will interact with listeners/clients, be a part of creating fun events, promote various contests and projects of



ON AIR

Dave Symonds

Mon - Fri: 10:00 AM - 03:00 PM



(https://www.awesome100.9.com)

Employment

Equal Employment Opportunity Statement

SummitMedia – Richmond is an Equal Opportunity Employer. In accordance with the FCC's EEO regulations, any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers may request that it be provided notice of SummitMedia – Richmond job vacancies as they occur. If your organization would like to be notified such vacancies, please contact Michelle Fraser at SummitMedia – Richmond: 812 Moorefield Park Drive, Suite #300, Richmond, VA 23236. Each organization that wishes to be given notice of job vacancies must provide its name, mailing address, email address, telephone, and contact person, and identify the category or categories of vacancies of which it requests notice.

To request more information or to submit your resume, [click here](mailto:careers.richmond@summitmediacorp.com) (mailto:careers.richmond@summitmediacorp.com).

APPLY NOW

SummitMedia, LLC is an Equal Opportunity Employer.

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Marketing Strategy Lead

The Marketing Strategy Leads primary responsibilities are to provide all levels of Advertisers. This position will report to the General Sales Manager.

Marketing Strategy Lead are responsible for securing new revenue and developing

relationships with various local businesses, agencies, and/or individuals that have a presence in the Richmond area to develop winning advertising campaigns that deliver results for their clients.

The Marketing Strategy Lead will be accountable for all aspects of the account list including: sales, service, internal and external communications as well as collections owed to the Station.

Marketing Strategy Lead will also need to interact with a variety of businesses throughout the Richmond area to develop winning advertising campaigns that deliver results for their clients.

Marketing Strategy Lead other responsibilities will include but are not limited to:

- Generate new business for both broadcast and digital.
- Generate "Target" Account development.
- Complete any and all sales training elements needed.
- Maintain great customer service inside and outside of the organization.
- Achieve station and digital budgets
- Attend and execute station promotions as needed.
- Performing other related duties as may be assigned by the Sales Manager.

Other Qualifications:

- Outgoing personality
- Excellent communications skills
- Problem solving capabilities
- Creative thinking skills
- Microsoft Office proficiency
- Ability to work independently and within a team setting.

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Part-Time Promotions Assistant



ON AIR
Cauty & Carlin
Mon - Fri: 06:00 PM - 07:00 PM



Employment

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APPLY NOW

SummitMedia, LLC is an Equal Opportunity Employer.

Marketing Strategy Lead

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relationships with various local businesses, agencies, and/or individuals that have a vested interest in each other's success. (106.1 FM)
(https://www.espnrichm

The Marketing Strategy Leads primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager. Marketing Strategy Lead are responsible for securing new revenue and developing new relationships through the media opportunity offered by the Station(s) as well as Digital portfolio.

The Marketing Strategy Lead will be accountable for all aspects of the account list including: sales, service, internal and external communications as well as collections owed to the Station.

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Part-Time Promotions Assistant

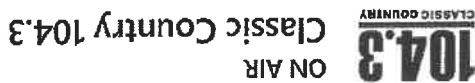
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Qualifications & Requirements:

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(https://www.classicco.com)



Employment

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APPLY NOW

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Marketing Strategy Lead are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital portfolio.

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Part-Time Promotions Assistant





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12

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Michelle Fraser
EEO Manager

11-28-22
Date file completed



Summit Media Richmond

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 11/18/22

From: Dave Symonds

Dept: Programming

Job Title of Open Position: ESPN 106.1 Radio Sports Director

Date required: Immediate

Full Time Yes

Budgeted Yes

Job Description

Richmond Radio Sports Director

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for a Sports Director for our Richmond operation.

If you are a current Sports Director or APD with Sports format experience, we want to connect with you! Reach out today to learn more. All conversations and inquiries are always confidential.

What You'll Bring:

- A love and passion for sports programming and connecting with the audience
- Experience with ESPN programming, local show production, and play-by-play
- Experience with setting accurate streaming and programming as well as maintaining accuracy of commercial and program logs
- Experience creating, producing, imaging, and branding content to the sports audience
- Management experience overseeing programming and on-air staff
- A track record of staying on the forefront and enthusiastically embracing technology
- Experience building positive relationships with both the product and sales teams, with the goal of implementing an audience-focused programming strategy

What We Offer:

- Competitive compensation with upward mobility opportunities
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time



Interested parties should reach out to careers@summitmediacorp.com.
All inquiries and conversations will be confidential. Not a traditional job-seeker? That's OK, we want to connect with you!

About SummitMedia, LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company. We have markets and brands across the U.S. Join Our Team!
It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex.

RE: Personnel Requisition Position Approval Form - ESPN Radio Sports Director



Keith Cummings
To  Michelle Fraser

 You replied to this message on 11/22/2022 4:23 PM.

approved



**Richmond
Radio Sports Director**

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for a Sports Director for our Richmond operation.

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- Experience with setting accurate streaming and programming as well as maintaining accuracy of commercial and program logs
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INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Radio Sports Director Name of Department: Programming

Person Preparing This Report: Michelle Fraser Location: Richmond

Date Prepared: 11-28-22 Name/Title of Hiring Manager: Dave Symonds

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
1/6/14	Steven Tyler	Monster	3
1/7/14	Katie Perry	ABA Website	1

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
11-28-22	Robert Only	Employee	2
11-28-22	Sam Wolfe	Internal Posting	1
11-28-22	Matt Josephs	Internal Posting	1
11-28-22	Wes McElroy	Word of Mouth	1
11-28-22	Ricardo Grant	LinkedIn	1
11-28-22	Travis Gibbs	LinkedIn	1
11-28-22	Jeremiah Edwards	LinkedIn	1
11-28-22	Austin Bradley	LinkedIn	1
11-28-22	Marky Billson	Indeed	1
11-28-22	Andrew Rowley	Indeed	1
11-28-22	Fran Hashins	Indeed	1
11-28-22	Josiah Elmore	Indeed	1

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name: Robert Ohly 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee Mitchell Bradley
Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name: Sam Wolfe 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other: current PT employee



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Natt Josephs 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other current PT employee



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Wes McElroy 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other word of mouth



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Ricardo Grant 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

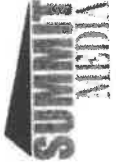
Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement LinkedIn
Name of Publication

Community Organization _____ Name

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Travis Gibbs 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement LinkedIn
Name of Publication

Community Organization _____ Name

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Jeremiah Edwards 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement LinkedIn
Name of Publication

Community Organization _____ Name

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Austin Bradley 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement LinkedIn
Name of Publication

Community Organization _____ Name

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Marky Billson 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement Indeed
Name of Publication

Community Organization _____ Name

Other _____



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1. Name: Andrew Howley 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement Indeed _____
Name of Publication

Community Organization _____ Name

Other _____



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1. Name: Fran Haskins 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement Indeed _____ Name of Publication

Community Organization _____ Name

Other _____



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1. Name: Josiah Elmore 2. Date: 11-28-22

3. Position Applied For: Radio Sports Director

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement Indeed
Name of Publication

Community Organization _____ Name

Other _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Radio Sports Director

FULL-TIME OR PART-TIME: Full-time

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
1. <u>Indeed</u>	<u>4</u>
2. <u>LinkedIn</u>	<u>4</u>
3. <u>Handshake</u>	<u>0</u>
4. <u>All Access</u>	<u>0</u>
5. <u>VAB</u>	<u>0</u>
6. <u>Station Websites</u>	<u>0</u>
7. <u>Internal Posting</u>	<u>2</u>
8. <u>Employee Referral</u>	<u>1</u>
9. <u>word of mouth</u>	<u>1</u>
10. _____	_____

DATE POSITION WAS FILLED: 11-28-22

REFERRAL SOURCE OF APPLICANT HIRED: Employee Referral



Radio Sports Director

SummitMedia LLC

Richmond, VA 23236

\$35,000 - \$37,000 a year - Full-time

[Apply now](#)

Job details

No matching job preferences [🔗](#)

Salary

\$35,000 - \$37,000 a year

Job Type

Full-time

Shift & Schedule

8 hour shift Weekend availability Monday to Friday

Qualifications

- Radio programming: 1 year (Required)
- Sports content: 1 year (Required)
- Work authorization (Preferred)

Benefits

Pulled from the full job description

[401\(k\)](#)
[401\(k\) matching](#)
[Dental insurance](#)
[Employee assistance program](#)
[Health insurance](#)

[Life insurance](#)

Show 2 more benefits

Full Job Description

Richmond

Radio Sports Director

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for a Sports Director for our Richmond operation.

If you are a current Sports Director or APD with Sports format experience, we want to connect with you! Reach out today to learn more. All conversations and inquiries are always confidential.

What You'll Bring:

- A love and passion for sports programming and connecting with the audience
- Experience with ESPN programming, local show production, and play-by-play
- Experience with setting accurate streaming and programming as well as maintaining accuracy of commercial and program logs
- Experience creating, producing, imaging, and branding content to the sports audience
- Management experience overseeing programming and on-air staff
- A track record of staying on the forefront and enthusiastically embracing technology
- Experience building positive relationships with both the product and sales teams, with the goal of implementing an audience-focused programming strategy

What We Offer:

- Competitive compensation with upward mobility opportunities
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time

Job Type: Full-time

Pay: \$35,000.00 - \$37,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability

Supplemental pay types:

- Bonus pay

- Commission pay

Ability to commute/relocate:

- Richmond, VA 23236: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Radio programming: 1 year (Required)
- Sports content: 1 year (Required)

Work Location: One location

Hiring Insights

Hiring 1 candidate for this role

Job activity

Posted 5 days ago

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Report job

Director jobs in Richmond, VA

Jobs at SummitMedia in Richmond, VA

Director salaries in Richmond, VA

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Radio Sports Director, Richmo...

Join Our Team - SummitMedia

Collapse

Post a job

Jobs

Campaigns

Candidates

Search resumes

Interviews

Analytics

Tools



jenn.davis@summitmediacorp.com
Owner: jenn.davis@summitmediacorp.com



kate.glenn@summitme...

Jobs



Post a job

← Back to all jobs

Radio Sports Director

SummitMedia LLC - Richmond, VA

Sponsor this job

Edit job

Pending

View public job page

Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.

10
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3
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Details

Posted: November 17, 2022

Views: 0

Candidates: 0 total

Add a candidate

Find candidates

Budget



Sports Director - Radio Programming

SummitMedia · Richmond, VA (On-site)



You posted this job on November 22, 2022
[Manage job post](#)

Sports Director - Radio Programming

SummitMedia
Richmond, VA (On-site)

1 minute ago · 0 applicants

Full-time

201-500 employees

63 connections · 2 school alumni

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Kate Glenn
VP/Chief People Officer at SummitMedia.
SummitMedia is a Broadcast, Digital Media,



Radio Assistant Program Director/Sports Director

i This preview no longer accurately represents the candidate experience

You can still use this preview to see that your information has been entered correctly, but due to changes in the candidate-facing experience, it's no longer 100% reflective. We'll be working to update this preview in the future to match the current experience.



Radio Assistant Program Director/Sports Director

SUMMITMEDIA LLC (/emp/employers/71558)

(/emp/employers/71558) Richmond, Virginia, United States

Full-Time Job

\$35000.00 per year

Advertising, PR & Marketing

250 - 1,000 employees

No on-campus interviews

Applications close on Nov 30

Apply

Job Description

Richmond Radio Sports Director

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for a Sports Director for our Richmond operation.

If you are a current Sports Director or APD with Sports format experience, we want to connect with you! Reach out today to learn more. All conversations and inquiries are always confidential.

What You'll Bring:

- A love and passion for sports programming and connecting with the audience
- Experience with ESPN programming, local show production, and play-by-play
- Experience with setting accurate streaming and programming as well as maintaining accuracy of commercial and program logs
- Experience creating, producing, imaging, and branding content to the sports audience
- Management experience overseeing programming and on-air staff
- A track record of staying on the forefront and enthusiastically embracing technology
- Experience building positive relationships with both the product and sales

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11/22/22, 4:31 PM

(12) Radio Assistant Program Director/Sports Director | SUMMITMEDIA LLC | Handshake

- Experience building positive relationships with both the product and sales teams, with the goal of implementing an audience-focused programming strategy

What We Offer:

- Competitive compensation with upward mobility opportunities
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time

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About SUMMITMEDIA LLC

Headquarters
2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website
www.summitmediacorp.com (<http://www.summitmediacorp.com/>)

Division
No division

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

"It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate

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Radio Assistant Program Director/Sports Director

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Job #72361B4 • Created 11/17/2022 by Kate Glenn • Expires 11/30/2022

- Overview
- Schools
- Matches
- Applicants (0)
- Details

Applicants

No applicants yet.

WHAT YOU CAN DO

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Get this job in front of more people
View recommended schools to add to this job →

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Radio Assistant Program Director/Sports Director

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Customize Recommendations

Based on number of **qualified candidates** ⓘ at each school.



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Lynchburg, VA

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13173

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(Flagship Campus)
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Qualified candidates here:

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New York University
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Qualified candidates here:

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Targeted schools

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- Approved (6)
- Pending (1)

School	Status	Applications	Comments	Apply Start	Expiration	
University of Richmond	Approved	0	0	11/17/22	11/30/22	☰
University of Virginia	Approved	0	0	11/17/22	11/30/22	☰
Virginia Commonwealth University	Pending	0	0	11/17/22	11/30/22	☰
Virginia Military Institute	Approved	0	0	11/17/22	11/30/22	☰

Virginia State University	Approved	0	0	11/17/22	11/30/22	≡
Virginia Tech	Approved	0	0	11/17/22	11/30/22	≡
Virginia Wesleyan University	Approved	0	0	11/17/22	11/30/22	≡

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Sports Director, Richmond, VA

Moderators: shawnski, jdenver, mpaulsen68

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dsymonds 66

Sports Director, Richmond, VA

Fri Nov 18, 2022 7:42 am

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Job Listing

Organization: SummitMedia, LLC

Department: (Other)

Employment Type: Full Time

Location: Richmond, VA

Job Position Title: Radio Sports Director

Times Viewed:

Job Description:

Richmond

Radio Sports Director

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Dave Symonds
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(<https://www.awesome1009.com>)

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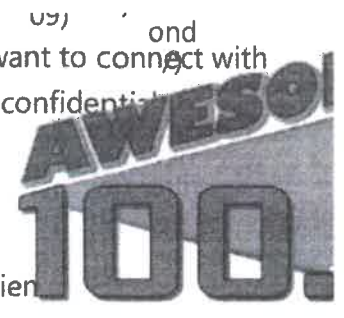
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Marketing Strategy Lead

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Radio Sports Director

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Marketing Strategy Lead



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Ricky
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What You’ll Bring:

(http://www.facebook.com/classicrock965)
(https://www.classicrock965.com/employment/)



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Marketing Strategy Leads are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as our Digital portfolio.

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What You’ll Bring:

<https://www.1037yourvariety.com/employment/>

https://www.1037yourvariety.com/employment/



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ON AIR
**The Sports Huddle with
Bob Black**

Mon - Fri: 04:00 PM - 06:00 PM



(<https://www.esprichm>)

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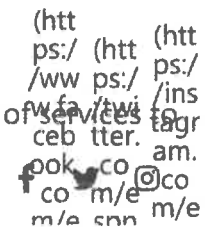
About SummitMedia, LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company. We have markets and brands across the U.S. Join Our Team! (<https://www.summitmediacorp.com/join-our-team>)

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex.

Marketing Strategy Lead

The Marketing Strategy Lead's primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager.



[Services](#) [Markets](#) [Leadership](#)[Join Our Team](#) [Home](#)

Program Director

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for Program Directors, Assistant Program Directors, and Music Directors as we continue to build our operations across multiple markets.

If you are a current PD, APD or MD with Top 40, Hot AC, Rhythmic, and/or Country format experience, and have interest in hearing about future opportunities with SummitMedia, we want to connect with you! Reach out today to learn more. All conversations and inquiries are always confidential.

What You'll Bring:

- A love and passion for MUSIC and connecting with the audience

- Experience as a PD, APD or MD in Top 40, Hot AC, Rhythmic, and/or Country formats
- A track record of staying on the forefront and enthusiastically embracing technology
- Experience building positive relationships with both the product and sales teams, with the goal of implementing an audience-focused programming strategy

What We Offer:

- Competitive compensation with upward mobility opportunities
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time

Geller
①



**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form

- Job Description/Job Posting

- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
 - *This qualifies as Exigent Circumstances per EEO guidelines, see attached documentation
- Completed Interviewed Applicant Referral Source Sheets
 - *Combined with Interviewed Applicant Tracking Log
- Completed Interviewed Applicants Tracking Log
 - *Combined with Interviewed Applicant Referral Source
- Completed Recruitment Sources Contact and Referral Log

- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Kate Glenn
EEO Manager

12-7-22
Date file completed

Memo: Exigent Circumstances. This hire was approved and posted but we had a prior group of applicants from a previous search where Rachel Geller had been an applicant. In this case, the station had a prior group of qualified applicants and was in a position to make an immediate hire for a "unique and exceptional" on-air/programming position, which no other comparable talent would likely apply in the timeframe needed.

SummitMedia
PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 12-1-22

From: Randy Chase

Dept: Programming

Job Title of Open Position: On-Air Talent

Date required: 12-1-22

Full Time Part Time

Replacement

Salaried Hourly

New Position

Budgeted Yes No

Posting for internal board:

RESPONSIBILITIES:

See attached job profile

Department Head/Hiring Manager  Date: Dec 7, 2022

VP/Finance  Date: Dec 7, 2022





Blank Personnel Req - for Rachel Geller

Final Audit Report

2022-12-07

Created:	2022-12-07
By:	Kate Glenn (kate.glenn@summitmediacorp.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAArZIKdXTI65WkF4BJVUqdlNwrYI20Vbf

"Blank Personnel Req - for Rachel Geller" History

-  Document created by Kate Glenn (kate.glenn@summitmediacorp.com)
2022-12-07 - 7:07:25 PM GMT
-  Document emailed to randy.chase@summitmediacorp.com for signature
2022-12-07 - 7:08:01 PM GMT
-  Email viewed by randy.chase@summitmediacorp.com
2022-12-07 - 8:08:18 PM GMT
-  Signer randy.chase@summitmediacorp.com entered name at signing as Randy Chase
2022-12-07 - 8:16:57 PM GMT
-  Document e-signed by Randy Chase (randy.chase@summitmediacorp.com)
Signature Date: 2022-12-07 - 8:16:59 PM GMT - Time Source: server
-  Agreement completed.
2022-12-07 - 8:16:59 PM GMT



SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced On-Air Talent for one of our markets. This opening is for a talent who LOVES music, is passionate about radio, and is an excellent executer!

The "MUST-HAVE skills" list:

On-Air and Audience Engagement

- o An aircheck that demonstrates effective and disciplined show prep
- o The aptitude to execute topical, in-the-moment content
- o The ability to communicate to consumers in an authentic way
- o A social media practitioner
- o Develop and produce on-demand content, endorsements, and live broadcast

Programming

- o Knowledge and understanding of Nielsen
- o Knowledge of RCS Zetta
- o Knowledge of Adobe Audition

Interested parties should reach out to careers@summitmediacorp.com. All inquiries will be confidential. Not a traditional job-seeker? That's OK, we want to connect with you.

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On-Air Talent - SummitMedia x +
summitmediacorp.com/job-postings/on-air-talent

SUMMIT MEDIA

Services Markets Leadership Join Our Team Home

On-Air Talent

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced On-Air Talent for one of our markets. This opening is for a talent who LOVES music, is passionate about radio, and is an excellent executor!

The "MUST-HAVE" skills" list:

On-Air and Audience Engagement

- o An aircheck that demonstrates effective and disciplined show prep
- o The aptitude to execute topical, in-the-moment content
- o The ability to communicate to consumers in an authentic way

Search

1:23 PM
12/7/2022

Manage job post



On Air Talent

SummitMedia · United States (Remote)

Active · New job

0 Applicants · 0 Views

Free job post

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Optimize your job post

0/2 complete



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Jobs



Summary

Job description

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced On-Air Talent for one of our markets. This opening is for a talent who LOVES music, is passionate about radio, and is an excellent executer!

It's NOT a remote position but it is confidential and will be based out of one of our markets. You must be willing to relocate to one of our markets to be considered.

The "MUST-HAVE skills" list:

On-Air and Audience Engagement

- o An aircheck that demonstrates effective and disciplined show prep
- o The aptitude to execute topical, in-the-moment content
- o The ability to communicate to consumers in an authentic way
- o A social media practitioner
- o Develop and produce on-demand content, endorsements, and live broadcast



Home



My Network



Post



20+ Notifications



Jobs