



POSITION AVAILABLE

Title: Account Executive

The Account Executive is responsible for generating revenue for WQED Multimedia by developing and furthering relationships with clients to insure continued support for the organization's broadcast products and services.

Responsibilities include but are not limited to:

- Develop and present proposals to meet pre-determined needs of client for presentations.
- Write contract request forms.
- Develop schedule of announcements and deliver to FM and Production Assistant for traffic placement.
- Write announcements for client approval and deliver to FM traffic person and/or Production Assistant along with video components.
- Develop promotional and/or underwriting ideas for clients.
- Collect payment from clients.
- Generate new business through targeting prospects.
- Maintain up-to-date information of broadcast businesses as well as client business.
- Develop a list of targeted media and matching prospect's needs with WQED program/strategies.
- Contact prospective client – pre-determine needs and set up appointments.
- Volunteer for station events and perform other company projects as needed.

Required education and skills:

- Associate's Degree or equivalent experience is required. A Bachelor's Degree is preferred.
- One year of sales and marketing experience, preferably in the broadcast industry, is required.
- Candidate must have a working knowledge of sales techniques and broadcast industry sales along with excellent customer service skills.

Candidates should send a **resume and cover letter with salary requirements** to careers@wqed.org. **No Phone Calls Please.**

*WQED is an Equal Opportunity Employer
with leadership and a culture that supports diversity and inclusion*