

## **Job Description**

### **WLMB Part-Time Account Executive**

#### **General Responsibilities**

Reporting to the Sr. Vice President of Programming and Operations, this part-time position represents WLMB to local businesses, churches and organizations selling commercial advertising time and production services.

Part-time is defined as 30 hours a week. Works hours are approximately 9am to 3pm M-F.

#### **Requirements**

1. Proven self-starter and team player, able to publicly represent the ministry.
2. Must be able to effectively build relationships, produce client presentations and have strong communication and organization skills.
3. Proven Christian testimony and character with an adherence to WLMB's Statement of Faith.
4. While there is only minimal lifting, the successful applicant can expect to help carry, load and unload camera gear and other related materials periodically.
5. Hold a valid Ohio drivers license.

#### **Description**

1. Sell commercial time to area businesses, churches and organizations.
  - a. Seek out new clients
  - b. Serve existing clients
  - c. Oversee monthly billing
2. Monitor run schedules to insure accuracy.
3. Under the direction of the Programming and Operations Director, develop sales packages, including advertising rates, run schedules, sales promotions etc.
4. Collect overdue bills as assigned.
5. Serve as the liaison between the commercial client and the Production department of WLMB regarding the video/audio production of commercials.
6. Represent WLMB at various public functions as assigned.
7. Any other task as assigned by supervisor

WLMB offers this position as part-time, 24 to 30 hours per week, at \$15 per hour.

Please send completed application (found on our web site), resume and cover letter to:

WLMB TV-40  
Account Executive Position  
825 Capital Commons Drive  
Toledo, Ohio 43615

Or email, [programming@wlmb.com](mailto:programming@wlmb.com)