

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Marketing Communications Associate

Reports to: Director, Marketing Communications and Air Service

General Description: Under the direction of Director of Marketing Communications and Air Service, supports functions of airport marketing communications and air service by applying highly proactive research, development, and presentation skills.

Responsibilities:

- Provides Airport-wide marketing communications support and is an integral part of a highly collaborative communications team that partners with departments and audiences throughout the organization, as well as business community and community-at-large.
- Assists in the development of content for the Airport's multiple communications vehicles (e.g. website, social media) with emphasis on video production.
- Assists Director Marketing Communications and Air Service with information and presentations provided during communications with air carrier representatives.
- Participates in on-going communication with air carriers.
- Researches and monitors marketing communications trends to determine effective applications for the Airport.
- Coordinates onsite visits from media (broadcast, digital, print) members to promote airport and latest features, amenities, etc.
- Represents airport at scheduled presentations for promotional/informational purposes to local economic development organizations.
- Proactively reaches outside the organization to research and bring in additional resources which will enhance best practices for customer experience.
- Pursues on-going self-development and education within the field.
- Coordinates various customer experience programs.
- Other duties as assigned.

Minimum Qualifications:

Employment Standards:

- College degree in Marketing, Communications, Journalism, Public Relations preferred
- Minimum of 1-3 years of related experience. Experience and training in journalism, public relations, social media, and video production is preferred.
- Ability to work in a team environment that emphasizes creativity, self-direction and active decision-making.

Licenses and Requirements:

- Valid Driver's License
- Obtain and maintain security clearance as required by role and TSA Regulations

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Requirements:

Proficiency in:

- MS Word, PowerPoint, Outlook
- Photoshop, iMovie (or comparable video production program) a plus. Excellent written and oral communications skills, ability to convey information with accuracy and creativity; strong attention to detail.
- Excellent interpersonal skills with staff, airline representatives, passengers, and various stakeholders.
- Demonstrated interest and experience in video storytelling. Capacity to generate story ideas and develop narrative arcs across various platforms.
- Ability to balance creativity with organizational and procedural excellence.
- Ability to travel for business for several days at a time.
- Serve as an example of customer service excellence in all situations.

How to Apply: Complete online assessments and upload resume by clicking here:

<https://www.ondemandassessment.com/link/index/JB-39S3IVHAK?source=HB-Website&u=137146>

Deadline to Apply: October 18, 2019

TBI Airport Management is an Equal Opportunity Employer