



Job Description Digital and Content Assistant

WHAT IS THE ROLE?

This is a new role that involve working across all aspects and companies within ebp.

You will gain a firsthand understanding of Productions, Talent Management, Venue Management and Ticketing and what is involved in running a small independent business.

You will be responsible for all digital management, across social media and websites, for all companies within the ebp group.

WHO ARE WE?

ebp has produced over 50 live tours in its first 5 years with our own clients and on behalf of major management companies. Our productions vary across many genres. You never know from one day to the next what you may be working on.

We work with artists who inspire and interest us and as our interests and tastes are varied then so are our shows and our boutique talent management rostra.

ebp was founded by Emma in 2013 and is now run by Emma and her brother Ralph. We are small but extremely committed hardworking team with a big output and bundles of energy.

WHO ARE YOU?

This role is varied, busy, exciting and challenging. You need to be ready for this from day one.

As a team we are always prepared to muck in at every level and we would expect you to do the same.

Multi-tasking should be second nature to you.

You will be willing to learn and buzzing with ideas. You will want to grow and develop your career with ebp.

We expect you to teach us something new about the next generation of Digital Media at least once a week!

You will be vibrant, energetic, enthusiastic. An all-round team player.



THE DETAIL

Key Tasks include but are not limited to:

- Digital media management of all companies within the ebp group
- Support marketing and publicity campaigns for each company
- Attend core strategy meetings with senior management team as required
- Attend production meetings when required
- Maintain and update all company websites
- Create and Coordinate company newsletter
- Basic design for company communications i.e. newsletters, e-shots, social media artwork
- Shooting and creation of marketing and promotional videos for all productions
- Management and strategy of online promotional campaigns

Requirements

Applicants need to possess and demonstrate the following:

- Previous experience and good understanding of all social media platforms and digital marketing
- Skilled in Photoshop, InDesign and Video Editing software
- Willingness to learn new skills, develop and receive training in digital marketing
- Strong organisation and administration skills
- Excellent attention to detail
- Excellent communication and presentation skills
- Creative Thinking
- Ability to multi-task in a busy working environment
- Previous office experience
- Skilled in Microsoft Office
- Ability to work independently and with initiative
- Diplomacy, discretion and professionalism at all time
- Motivated and enthusiastic

Terms and Conditions

Start Date: Immediately

Salary: £19,000

Term: Full time

Holiday: The basic annual holiday entitlement with pay is 20 days per year. In addition, authorised public holidays.

Hours: Normal offices hours are between 10am and 6pm, Monday to Friday, with one hour for lunch. The nature of the job and the company's work will require the post holder to work in excess of these hours on occasion and expect some evening and weekend work for which no overtime is payable.

Probation: Three months from the first of day of appointment.

Notice Period: One month throughout the term of the contract .

To apply: please send CV and covering letter detailing why you think you are the best person for this job and provide detailed examples of similar roles and responsibilities that make you our best choice.

Deadline: 12pm on Friday 05 October

Email: info@ebpuk.com