

MOTHERSHIP

Job Description

Venue Promotions Assistant

Position: Part time, 3 days per week, based at Patterns, Brighton

Salary: 19k-22k Pro Rata, depending on experience

To apply: Please email neil@PatternsBrighton.com with your CV and Cover Letter

Purpose:

Mothership Group are looking for an energetic *Promotions Assistant* with a passion for music, events and nightlife to assist the *Programming and Promotions Manager* in all marketing, promotions and general duties at independent and revered Brighton venue, Patterns.

The Promotions Assistant will work alongside the venue team in running the venues' social media pages, website management, sending out regular mailers, promoting our in-house and external club nights, live music and events, updating print promo around the venue and generally assisting the Programming and Promotions manager where necessary. They will assist on booking artists and DJ's and they will love attending events at Patterns and occasionally rep shows and club nights. They will also be assisting with the day-to-day logistics of in house shows, artist liaison, stage management and be a positive voice for Patterns at all times. The role is perfect for someone with some experience in social media, as well as running events. An excellent opportunity to contribute to the creative output of Brighton's most exciting venue.

Essential Skills:

- Social media experience (Facebook, Twitter, Instagram, Snapchat)
- Wordpress and Mailchimp
- Social media monitoring tools (Hootsuite or similar)
- Excellent time and diary management
- Attention to detail and ability to perform administrative tasks to a high standard
- Confident in Adobe Suite (e.g. Photoshop, After Effects, Illustrator, Premier Pro or other editing software)
- Competent with Microsoft Office
- Must be able to contribute creatively as part of a team but also use initiative while working independently

Desirable Skills:

- Video editing skills
- Artist booking experience
- Event management experience

Duties:

- To help with ideas for future events, marketing development and trends
- Responsible for the collating and uploading of event listings for Patterns
- Responsible for updating and reporting of ticket sales
- Support the team in managing and maintaining Patterns' social media channels
- To assist with the running and organisation of Patterns including artist liaison duties and attending key events

You will occasionally be required to support the team through hands on attendance at events, venue dressing, artist liaison and generally supporting with and helping out at our events.