

MOTHERSHIP

Job Description

Bookings + Promotions Assistant

Position: Full Time

Salary: £18k - £22k DOE

To apply – please email Ollie@mothershipgroup.com with your CV and a cover letter.

Purpose:

Mothership Group are looking for a passionate and energetic *Bookings + Promotions Assistant* with a passion for music, culture and the arts, to assist its hard working Creative Team across three of East London's most exciting and iconic venues (Queen of Hoxton, The Book Club, Hoxton Square Bar & Kitchen).

Successful applicants will have the chance to work on bookings and programming for a range of exciting events, and work on marketing, promotions and creative for Mothership's London venues.

This role is perfect for someone with some bookings experience, music, clubbing and event promotion experience and a hunger to carve out a career in a forward thinking events company.

Reporting to:

Senior Music Programmer - Oliver Lewis

Head of Events and Marketing – Chloe Uppington

Essential Skills:

- Social media management experience (Hootsuite, Facebook, Twitter, Instagram, Snapchat)
- Artist booking experience and key agent contacts for club, live and culture events.
- Wordpress and Mailchimp knowledge
- A strong understanding of London nightlife and music scene across multiple genres
- Confident in Adobe Suite (e.g. Photoshop, After Effects, Illustrator, Premier Pro or other editing software)
- Ability to juggle a variety of projects at once

Desirable Skills:

- Video editing skills
- Event management experience

Main Duties:

- To support the Senior Music Programmer in the bookings, marketing and promotion for in-house Friday club events over our three London venues
- Responsible for the collating and uploading of event listings
- Responsible for updating and reporting of ticket sales on Live music events
- Support the Creative Team in managing and maintaining venue social media channels
- To help with brainstorming and development of ideas for future events, marketing and promotion

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.