



JOB DESCRIPTION: Marketing and Digital Assistant - 12 Month Contract

Job Title: Marketing and Digital Assistant
Duration: 12-month contract
Department: Marketing
Location: Offices at Somerset House, London & working from home

Askonas Holt is one of the world's leading arts management companies, specialising in the field of classical music. Working all over the world, we nurture both established and emerging talent through personal, bespoke management, as well as arranging international tours for the world's leading orchestras. This season we celebrate our 150th anniversary.

We are delighted to offer a fixed term position in our Marketing team as a Marketing Assistant. This is a great opportunity if you want to gain marketing experience and start your career with friendly colleagues who will ensure you gain skills and experience that will help you to advance your development. We are seeking passionate and committed applicants with an interest in classical music who want to develop their digital communications skills.

We are creating a new website for our sister company Opus 3 Artists in New York, and you will be a big part of this project. You will also gain valuable experience on a large digital archive project from start to finish.

You will have the opportunity to work from home and our offices in Somerset House. We ask that you come to the office at least 3 days a week.

WHAT YOU WILL BE DOING AND LEARNING

- populating website content including text, images and video
- editing and uploading video content
- researching and sourcing video and image content
- working with colleagues to prepare and post content across our social media channels
- interacting with social media audiences to increase engagement and grow our following
- completing research and administrative tasks as required

WHAT WE ARE LOOKING FOR FROM YOU

- experience in photo and video editing
- knowledge of Adobe Creative Suite would be helpful
- familiarity with productivity tools like Microsoft 365
- basic knowledge of Content Management Systems would be helpful
- proficiency in Instagram and other social media platforms
- an ability to use your initiative and work independently after being given direction
- clear, professional, and grammatically correct emails and written work
- exceptional time management skills and an ability to prioritise and meet deadlines
- strong attention to detail

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- an interest in classical music would be useful

If you are interested in this position, please complete an application form [on our website](#). We do not accept CVs.

The application deadline is 16 October, with first round interviews on 23 October. The start date for this position will be either 2 November or 4 January.

The salary is £28,860 per annum plus generous benefits.

We welcome and encourage applications from candidates from underrepresented backgrounds in the creative industries.