



JOB DESCRIPTION

Job Title: Reception & Marketing Assistant (6-month paid internship)
Department: Office Management /Marketing
Reports to: Marketing Manager

THE COMPANY

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 and dance companies.

Throughout our long history, we have built our reputation on the care we devote to all aspects of artists' careers, to our relationships with promoters and venues across the world, and to each of the tours and projects that we manage.

At the heart of everything we do is a passion for classical music and the performing arts, and a desire to bring high quality performances to every corner of the world.

Based in central London, we employ a welcoming and expanding team of talented, experienced and committed individuals with a passion for the arts. As well as competitive salaries, colleagues are rewarded with a friendly working environment, the chance to work with exceptional talent, and a variety of benefits.

askonasholt.co.uk

THE POSITION

This six-month internship will give you the opportunity to use your administrative and people skills whilst learning more about marketing and artist management. The successful candidate will support the day-to-day work of the Office and Marketing teams, as well as working on adhoc projects as required.

The successful candidate will be required to write news stories and other content for the Askonas Holt website, and to create social media posts across a variety of channels. You will be expected to keep a close eye on relevant news channels and play an active part in suggesting content, and to stay up-to-date with industry developments, both in classical music and marketing. As well being the first point of contact for all visitors to the office and telephone enquiries, you would be dealing with external suppliers on a daily basis.

This is a fantastic opportunity for a committed and passionate individual looking to gain hands-on experience in marketing and/or artist management. Previous interns have gone on to secure full-time roles at leading orchestras, artist management agencies, and PR agencies.

Key responsibilities:

- meeting and greeting all clients and visitors to the office
- answering phones and dealing with calls accordingly
- ordering stationery and groceries
- keeping stock check on stationery levels
- booking and logging couriers
- signing for and checking deliveries
- issuing staff passes and logging details
- assisting in the co-ordination and preparation of meeting rooms
- updating the website, including uploading editorial content, events and photographs

MAKING MUSIC HAPPEN

Askonas Holt Limited

15 Fetter Lane, London EC4A 1BW, United Kingdom

T +44 (0)20 7400 1700 askonasholt.co.uk info@askonasholt.co.uk

Registered Office 15 Fetter Lane, London EC4A 1BW
Registered in England No. 3385237 VAT No. GB 719 0063 53



Askonas Holt

- resizing and cropping photographs
- managing all website and magazine subscriptions
- receiving magazines and bookmarking articles and reviews that feature Askonas Holt artists, and circulating to artist management
- monitoring industry news channels for content relating to Askonas Holt and its artists
- assisting colleagues with office-related queries, and marketing and website questions
- assisting with social media
- assisting in the creation of engaging editorial content for the company website
- assisting the Office and Marketing Managers with adhoc projects

The successful candidate will:

Essential

- be welcoming and friendly
- be able to multi-task
- have exceptional attention to detail
- have a good understanding of the various social media channels and basic marketing principles
- have a good knowledge of classical music
- have experience updating websites
- possess excellent copywriting skills
- possess good IT skills (including Microsoft Office)
- have a pro-active approach
- be able to work alone with minimal supervision
- be comfortable dealing with peoples at all levels

Desirable

- have previous experience in a reception, administrator or marketing role
- possess language skills
- have a working knowledge of Adobe Photoshop

To apply, please send your covering letter and CV to hr@askonasholt.co.uk with 'Reception Marketing Assistant' in the subject field.

Askonas Holt is an equal opportunities employer and we welcome applications from all suitably qualified persons.

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