



## **VALERIE BARBER PR**

### **Press and Digital Assistant – November 2024**

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Valerie Barber PR is one of the UK's most respected and successful international public relations agencies in the field of classical music, promoting leading concert venues, artists, festivals and ensembles both in the UK and all around the world. You can discover more about us and our clients by visiting [www.vbpr.co.uk](http://www.vbpr.co.uk).

An immediate vacancy exists for a Press and Digital Assistant to join our team on a full-time basis (five days a week). We operate a hybrid working policy which requires attendance in our office in St John's Wood, London for around three or four days a week.

#### **Required skills**

- You will have recently graduated from a higher education institution or have recent professional experience in an entry level job or internship.
- You will have the ability to work under pressure and demonstrate consistent attention to detail when working to deadlines.
- You will have a passion and enthusiasm for classical music, culture and the arts.
- You will have experience working with social media platforms such as Twitter (X) and Instagram.
- You are a fast learner and a team player and have the ability to prioritise a busy workload.
- You will be proficient in using the Microsoft Office suite (Word, Outlook, etc.) and have strong IT skills.
- You will be a skilled communicator and are personable.

#### **Key responsibilities**

- Providing administrative support as required including preparation of press cuttings, press packs and sharing media coverage with clients.
- Independently creating and posting content on the company website as well as on company Twitter and Instagram accounts and selected client social media channels.
- Assisting with handling incoming media enquiries and helping arrange interviews.
- Helping research and write press releases, and other publicity materials, as necessary.
- Handling press list management and liaising with journalists regarding press tickets.
- Maintenance of client and journalist digital database, including CRM system.
- Representing the company through attendance at concerts and events (occasional evening and weekend work will be required).

#### **Contract**

Permanent following a three-month trial period.

#### **Holiday**

25 days plus bank holidays (subject to negotiation and depending on experience).

#### **Salary**

Between £25,000 – £27,000 per annum (depending on experience and regularly reviewed).



**Apply to**

Emma Curtis, with CV and covering letter, at: [emma@vbpr.co.uk](mailto:emma@vbpr.co.uk)

**Closing date for applications** Friday 22<sup>nd</sup> November, 5pm. Interviews will take place shortly afterwards.