

## Press Manager

The company is one of the premiere boutique dance music industry communications consultancies, working under the radar for various artists and promoters in the global dance music community.

We are looking for a part time worker, who will take over the role of a press manager in close teamwork with the agency manager.

Day-to-day activities will include:

- Organising content that matters for dance music fans, together with cutting edge dance music media
- Working with writers, journalists, tv teams and photographers
- Teamworking with other press managers
- Press and industry research (House & Techno music)

Key candidate requirements for the role:

- Exceptional project management skills
- Attention to detail, reliability, enthusiasm and creativity are essential
- Excellent organisational skills – you'll constantly juggle conflicting client priorities
- Strong communication skills in written and spoken English
- Good analysis and critical appraisal skills
- Ability to disregard frustration. Our clients are usually changing the timezones faster than their underwear, and need somebody who is behind their projects very much
- You never miss an email

What are the perks of working for this company?

- Parttime job
- Working from home / from wherever you are
- Dealing with high profile dance music clients
- There's considerable scope for rapid progression for candidates who distinguish themselves

Please send your CV, your Xing or LinkedIn url and a quick letter, why you think you are the right person to [info@foem.info](mailto:info@foem.info). Thank you :-)