

ASSISTANT JOB SPEC : PAID INTERNSHIP

Project fee - £5,000

Dates required 01 August - 31 October 2022.

4 days per week plus all days of the festival 13-23 October 2022.

Remote working, no office - catch ups with founders via Zoom.

Full training given for all programmes used.

We are looking for a bright, ambitious individual to assist with this years London Cocktail Week. London Cocktail Week is the biggest celebration of cocktail culture in the world and is going into it's 13th year. The festival is made up of many elements and so the role will require an individual who is an excellent multi-tasker with a keen eye for detail.

We would like someone to work across all elements of the business - with a specific leaning towards digital and social media. We are looking for confident, independent applicants who, once they understand the structure of the festival will pro-actively take things into their own hands and ensure everything behind the scenes is running smoothly.

This position is for someone who would like to move into any of the following;

- Large scale event management
- Editorial content creation
- Social Media management
- Client management

The candidate needs no prior events experience but does need to exhibit and have evidence of the following qualities;

- Polite and articulate
- Pro-active
- Organised with a keen eye for detail
- Outstanding multi-tasker
- Familiarity of Instagram and Facebook (personal use is fine)
- Ability to work under pressure
- Ability to manage your own time
- And of course... a passion for bars, cocktails and hospitality in general

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TASKS

- Management of LondonCocktailWeek.com - via our own back of house management system - Umbraco. This will include ensuring bar details are fully up to date and all events are listed correctly within the official timetable. There are additional pages within the site which will also need updating plus the opportunity for editorial input if the candidate is capable.
- Liaising with sponsors on specific event listings to ensure all detail is correct. This is a very forward facing element of the role and the successful candidate should be confident and polite when dealing with London Cocktail Week sponsors.
- Building and approving festival newsletters using predefined content. There could be an opportunity for editorial input if the candidate is capable.
- Posting predefined content to social media channels (Insta / Facebook). This will be a mixture of original content and partner posts. A keen eye for detail is a must.
- Community management on social media channels - to include responding to DMs and comments as well as commenting on other relevant content.
- Responding to customer feedback via the generic hello@ email address plus responding to any additional requests that come in via Design My Night (official ticketing partner). This includes authorising refunds and resetting mis-activated tickets and during the live event this can be time sensitive.
- Managing bar / wristband supply pre the event alongside the London Cocktail Week Ambassadors.
- Managing bar / wristband supply during the live event for replenishment.
- Following the festival - support the founders in setting up the infrastructure for 2023.

[TO APPLY FOR THE ROLE : CLICK HERE](#)