

## **VACANCY: International Project Assistant at FACTORY 92**

FACTORY 92 is a creative agency specialized in international music industry consulting, PR and marketing working both inside and outside of Germany with clients from all over Europe.

We are looking for a new colleague, to join our small team of music lovers, strategists and communicators (check us out on [www.factory92.eu/team](http://www.factory92.eu/team)).

You will be joining us in the function as International Project Assistant in order to support our international activities, which covers fields such as:

- **Export consulting for private clients**  
We are deeply involved with the daily export-related management tasks of clients such as Believe Digital (we are supporting this leading digital distributor with their Nordic market expansion) and TUTL (the leading music company from the Faroe Islands have since 2012 outsourced their complete European export management to us)
- **Consulting and communication for export offices & showcase events**  
We are activating our extensive international music industry networks around the interests of publicly funded music organizations such as Music Finland (whom we represent in the GSA-region on a daily basis, in relation to their export office activities) and SPOT Festival (for whom we invite international music industry delegates and journalists and help set-up conference partnerships with international music organizations)
- **International communication for German partners**  
We support German organizations with international communication campaigns outside of Germany. This includes working for the likes of Hamburg Marketing (for whom we carry out international press trips in relation to Reeperbahn Festival) and FKP Scorpio (for whom we are supporting the international audience development of M'era Luna Festival)

### **Main responsibilities:**

- **Assisting the international activities**, covering a broad range of international projects and campaigns. This includes tasks such as:
  - *Coordinating project budgets and controlling spending*
  - *Clipping and collecting campaign results*
  - *Writing campaign reports*
  - *Setting-up and sending out newsletters*
  - *Coordinating travels in relation to international projects*
  - *Taking part in meetings, and keeping protocol*
  - *Team assistance in relation to "out of the office" activities, for example hosting an international press delegation at a German festival*
- **Being responsible for your own international project tasks**, which includes:
  - *Carrying out research and identifying the targets (people, companies, etc.), that we need to reach in order to help our clients reach their goals*
  - *Conducting regular result-oriented dialogues with the external partners and newly identified targets we need onboard in order to reach our project goals (phone calls, emails, etc.)*
  - *Being responsible for the daily dialogue with the clients for whom you are directly responsible (reporting, conference calls, etc.)*

## **Skills and qualifications:**

- **You are:**
  - *Internationally- and open-minded*
  - *Independent*
  - *Focused with an eye for detail*
  - *Competitive & ambitious*
  - *Service-minded*
  - *Comfortable working with numbers and budgets*
  - *Structured when it comes to editing documents and emails*
  - *Stress resistant and able to juggle many deadlines at the same time*
  - *A multi-tasker*
  - *At home working with a big network of people*
  - *A music lover*
  - *A team player*
- **IT :**
  - *You master Microsoft Office (especially Excel and Word)*
  - *You know your way around newsletter tools (such as Mailchimp)*
  - *You know your social media (such as Facebook and Twitter)*
- **Languages:**
  - *You must be fluent in English and German*
  - *Other languages are an asset*
- **Education:**
  - *A higher university degree is an asset, but not a must*
- **Experience:**
  - *Music industry experience is an asset, but not a must*

## **Further employment details:**

- This is a **full-time position** (40 hours/week)
- This is an office job, which requires you to work out of **Hamburg**, Germany
- This is a **junior** position
- Ideally speaking we'd like you to start in **June 2016**
- **Salary and benefits** are to be discussed based on experience and competences
- We see this as a chance to welcome a talent into our team that we can help take to the next level experience-, network- and competence-wise. **We will thus invest a lot of time and energy into your professional development**

## **How to apply:**

Please send your **cover letter** (in English only) and **CV** (in English or German) to Managing Partner Christian Holl Buhl ([buhl@factory92.eu](mailto:buhl@factory92.eu)) **before noon (12:00) on Wednesday the 11th of May 2016.**