

**Employer Name: Small Pond**



**Location: Small Pond, 27 Castle Street, Brighton BN1 2HD**

**Title: Receptionist and Admin Intern**

**Pay / Hours: £10 per day, 3 days per week (days tbc) plus one day at College. (2pm-10pm)**

### **Description**

Small Pond is a rehearsal studio, recording studio, record label and live Promoter based in the centre of Brighton. Staff are expected to prodmently work in the studios, assisting customers and taking bookings. Alongside this you will be expected to support the other arms of the company, this will be assisting the Record label and promotions.

### **Responsibilities**

- Take bookings for rehearsals and recordings.
- Assisting customers to access the rehearsal rooms and take payments.
- Moving and repairing musical equipment. (training will be given)
- Completing admin for reception, emails, hire forms, repair forms, taking phone calls.
- Completing admin for Record Label, packaging and preparing items for post, researching bands and liaising with the Label manager.
- Completing Admin for Promotions, preparing flyers, flyering routes, emailing promoters and bands regarding shows.
- Scheduling posts for all arms of the company on social media platforms.
- Cleaning and small maintenance of the building (training will be given)
- Ordering stock and replenishment cleaning items.

### **Requirements**

We are looking for a enthusiastic, punctual, hardworking individual that has a passion for music who can work in a team and under their own initiative. The ideal candidate should be be able to work in a busy environment and have a hunger to learn new skills alongside perfecting their current ones.

### **Our internship will offer you the opportunity to:**

- Gain a great knowledge of the music industry.
- Network with people in the industry.
- Gain experience working in a fast paced and demanding role.
- Gain experience working in a variety of working sectors (customer service, retail, hospitality, administration, events and management).
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