

## **Advert for part-time Administrator at Nicky Thomas Media**

Nicky Thomas Media is looking for an individual to join us as a part-time Administrator for 2.5 days per week. Good communication, organization and writing skills are essential with a good basic knowledge of classical music. Good knowledge of social media is desirable.

Nicky Thomas Media is a multilingual boutique PR and media relations agency based in King's Cross, London alongside Ikon Arts Management, providing specialist media relations and events PR for the classical music and performing arts industry. We align with the needs and long-term business strategies of orchestras, opera companies, composers, charities, individual musicians to deliver tailor-made strategies in the UK, European and International press.

Our multi-lingual team is nimble and highly-motivated. It comprises Founding Director Nicky Thomas and Account Manager Arielle Ollagnon. Whether promoting forgotten gems of the baroque repertoire or women composers and conductors, we get musicians and institutions noticed in a highly-competitive environment - particularly those striving for greater diversity in our industry. Languages and international outlook would be advantageous.

### **Overview:**

This role would be ideal for someone with a positive and engaging personality, but also a keen eye for accuracy and detail, and an ability to manage a wide variety of tasks, quite often simultaneously. This dynamic, motivated individual would support media campaigns by analysing the media and support in day-to-day office administration. Over the last 17 years, NT Media has trained many individuals to be valued members of the team and then gone on to positions throughout the music industry including the Royal Academy of Music, Universal Records, Classic FM and more.

**Salary £28,500-31,500 subject to experience, Pro-rated 0.5 FTE**

**Flexible working pattern subject to negotiation.**

**The ideal candidate will be willing to learn and will have the following skills:**

- Excellent organizational skills
- IT knowledge - acquainted with Macs
- Knowledge and enthusiasm for classical music
- Good communications skills - polite and articulate
- Be well-informed about current affairs
- Ability to problem solve under pressure whilst maintaining good composure
- Ability to multi-task and work to competing deadlines

**The role will include:**

- News analysis/Press cuttings
- Updating the website and business social media

- Maintaining the calendar with events and meetings
- Attending concerts in the evening
- Putting together itineraries for travel
- Office administration tasks

Qualified candidates are encouraged to submit a current Cover Letter and CV, outlining your suitability, to the attention of Nicky Thomas and Arielle Ollagnon. Applications or queries can be submitted via email to [info@nickythomasmedia.com](mailto:info@nickythomasmedia.com).