

# CREATIVE DIRECTOR ASSISTANT

Threes Productions is looking for an creative director assistant passionate about the experimental and contemporary arts, especially music.

## RESPONSIBILITIES:

- + Support to the artistic and musical programming;
- + Support to the artists booking process and deals management;
- + Support the relationships with strategic partners and institutions;
- + Support in the creation of original content and formats for brands and partners;
- + Structuring presentations for partners and sponsors;
- + Editing curatorial texts and press releases;
- + Coordination and compilation of cultural calls for proposals and writing of related texts.

## REQUIREMENTS

- + You are passionate about experimental and electronic music, with a knowledge of the contemporary art world;
- + Education in the fields of Arts, Music and/or Communication is a plus.

Send your CV and cover letter / intro to [info@threesproductions.com](mailto:info@threesproductions.com)

## **SOCIAL MEDIA MANAGER & PR**

Threes Productions is looking for a creative Social Media and Community Manager to join our team in Milan! The Social Media and Community Manager will be responsible for driving brand awareness, creating compelling social media strategies and contents, and also dealing with customer care. Having an interest and aspiration for PR and media coverage is a plus.

### **RESPONSIBILITIES:**

- + Lead on all social channels including Instagram (mainly), Facebook, Vimeo ensuring targets on growth, engagement and traffic to site are met;
- + Research for opportunities, for example: whether or not it could be interesting exploring new social channels to attract new audiences;
- + Understanding our audience's needs when events are approaching;
- + Develop a social media strategy for our main projects: Terraforma and Nextones Festivals;
- + Create weekly contents (reels, static posts plus edited video) for all organic social channels;
- + Work with Account and Marketing team to secure and deliver partnerships with leading brands relevant for our Company;
- + Create and track budgets across social media campaigns, photographers, videomakers, graphic designers etc.;
- + Create social media campaigns using Business manager;
- + Actively measure the impact of our activities and campaigns across all women's social media channels, including total spend, ROI, etc.;
- + Attend events and live posting;
- + Manage the Photographers and Videomakers team for content creation and events reporting;
- + Manage our PR team to help them in pitching features and media contents for our events and lineups.

### **REQUIREMENTS**

- + You are a passionate social media manager, knowledge of the events industry and communications is a plus;
- + 3+ Years Experience as a Social Media Coordinator/Manager;
- + Education in the fields of Marketing, Communications and/or Creative Arts is a plus.

Send your CV and a Cover Letter / intro to [noemi@threesproductions.com](mailto:noemi@threesproductions.com).