



## Communications Manager

**Job Title:** Communications Manager

**Location:** London

**Reports to:** Director of Operations

### 1. The Company

Detailed information about KD SCHMID can be found on our website: [www.kdschmid.de](http://www.kdschmid.de)

KD SCHMID is one of the world's leading music management companies, with offices in Hannover, London and Berlin. We specialise in bespoke strategic artist management and arranging international tours and projects. Established in 1959, we pride ourselves on our heritage and family-orientated team culture that we have maintained throughout our long history and across all 3 offices.

We have a distinct international in-house style with a reputation for building longstanding relationships with artists, orchestras, promoters and venues.

### 2. Role

A unique opportunity has become available for a talented individual with a real flair for writing to join our passionate KD SCHMID family. We are looking for someone who will thrive in a creative environment to support the growth of a high-profile artist and our company; meeting the demand for high-quality, engaging online/offline content.

We are seeking an ambitious and reliable personality with outstanding English and ideally German writing skills to create website copy, update social media channels and project manage all publications and announcements as required for a high-profile artist in connection with his key stakeholders as well as the company.

The role will require a fantastic communicator and project manager with the ability to work across teams, departments and offices, who shares our passion for quality and going the extra mile for company, colleagues and clients.

### 3. Essential competencies

- Great team player with high integrity and empathy.
- A strong project manager and exceptional communicator.
- A natural storyteller, confident in creating content with the ability to find and maintain correct tone and adapt as required.
- Knowledge of social media and/or social community building – a real appreciation for the digital world and growing significance of SEO.
- Demonstrable experience in a similar role requiring copy writing, journalist relations and digital PR, online/offline communications.



- Demonstrable experience of planning, implementing, measuring and optimising social media campaigns.
- Exceptional spelling, punctuation, and grammar, with a keen eye for detail.
- A strong interest in classical music and/or cultural event management.
- Top-class writing skills in both English and ideally German.
- Strong Microsoft Office, Photoshop, and InDesign skills.
- Typo 3 experience

#### 4. Key Responsibilities

- Lead on all professional public communications and marketing initiatives of a high-profile artist in connection with artists' key stakeholder organisations.
- Liaise confidently and professionally with said artist and key stakeholders to discuss content requirements.
- Lead and implement PR strategy for said artist in conjunction with key stakeholders and PR management consultants.
- Manage social media channels (Facebook, Instagram, Twitter, YouTube) for said artist solely and the company in a supportive capacity. Take initiative on developing these platforms, engaging the appropriate tone and building the number of followers.
- Liaise closely with the company Marketing Manager and the artist's management team to create engaging, high quality and on-brand content across all communication channels of said artist and the company.
- Develop and write copy for key marketing and communications materials, including brochures, website content for said artist as well as the company.
- Support the management of the internal and external communications of the company.
- Keep closely up to date with company news and support the company in celebrating key achievements.
- Keep closely up to date with digital knowledge and industry news.

*Salary: Commensurate with experience.*

The closing date for applications is 6pm, 30 July 2022.

Please send your cover letter and CV to Eva Gerges [eva.gerges@kdschmid.co.uk](mailto:eva.gerges@kdschmid.co.uk). **Please note that applications without a cover letter will not be considered.** Only successful candidates will be contacted for an interview.