

Job Title: Personal Assistant

- Location: Home working with occasional in person meetings
- Position Type: Part-time Approx 9 hours per week but flexible working hours. Would suit someone who needs school hours work. £15ph
- Reports To: Paddy Lennox

Job Overview

- We are looking for a proactive, highly organised, and creative Personal Assistant to support a professional comedian and comedy club owner. This is a dynamic, fast-paced role that bridges administrative skills, live event production, digital marketing, and artist management.
- If you thrive in the entertainment industry, possess sharp attention to detail, and can seamlessly pivot from editing a video clip to managing show logistics, this role is for you.

Key Responsibilities

1. Talent Booking & Gig Management

- Act Booking: Serve as the primary point of contact for acts, agents, and managers to book talent for upcoming shows.
- Application System: Build, maintain, and monitor digital forms (e.g. Google Forms) for comedians applying to perform at our venues.
- Running Orders: Prepare and distribute accurate running orders, line-ups, and call sheets to performers, venue staff, and sound engineers prior to each show.
- Roster & Database: Maintain an organised artist database, tracking availability, pay, contact details, and performance histories.

2. Box Office & Ticket Management

- Show Listings: Build and manage event pages on our website, plus social media events.
- Sales Tracking: Regularly monitor ticket sales and manage guest lists or artist comps.
- Customer Support: Handle ticketing queries, refunds etc. from audience members in a professional, friendly manner.

3. Social Media & Video Content Creation

- Video Editing: Review footage and edit engaging, short-form video content (Reels, YouTube Shorts) highlighting stand-up clips, crowds, and venue vibes.
- Content Scheduling: Plan and execute social media posts to promote upcoming lineups, boost ticket sales, and drive online engagement.
- Asset Management: Store and organise high-resolution video archives, show photos, and promo assets.

4. Digital & Website Management

- Website Updates: Keep the club website up to date with fresh line-ups, ticket links, FAQs, and show announcements.
- Basic SEO & Analytics: Ensure listings are accurate across online directories and social handles.
- Design & send monthly emails to those on the mailing lists advertising the shows.

5. General Administration

- Assist with day-to-day administrative errands as needed.

Required Qualifications & Skills

- **Organisation & Detail:** Exceptional time-management skills; ability to balance multiple venues, show dates, and tight deadlines.
- **Graphic design skills** (e.g., creating show posters or social flyers on Canva/Photoshop).
- **Video Editing Tools:** Proficiency in video editing software (e.g., Movavi, CapCut, Premiere Pro, Final Cut Pro, or Canva Video).
- **Tech-Savvy:** Comfortable with website CMS tools (WordPress, Squarespace), form builders, and event/ticketing platforms.
- **Communication:** Excellent written and verbal communication skills with a professional yet personable tone.
- **Passion for Comedy:** A strong understanding of or passion for the live comedy circuit, live events, and pop culture trends.

Nice-to-Haves

- Prior experience working in live entertainment, venue management, or talent agency coordination.

Perks & Culture

- Free entry to comedy shows and events.
- Flexible work arrangements
- Direct involvement in the creative and business side of the comedy industry.