



## **NMC Recordings is looking a temporary freelance Marketing Assistant:**

2 days per week for approximately two months – starting immediately. Day rate of £125 per day, initially until end March 2025.

Suitable for someone interested in entering the industry with the following IT skills:

- Microsoft Office (Word & Excel)
- Familiarity with spreadsheets and databases
- Familiarity with social media platforms, particularly Instagram and X
- Experience of Photoshop and InDesign is desirable but not essential.

NMC Recordings is a unique, award-winning music charity and record label, dedicated to the promotion of exceptional contemporary classical music from Britain and Ireland.

## **Support is needed to deliver marketing for NMC releases and those from the third-party record labels we distribute.**

Reporting to and supervised by the Creative Director the duties of the role are:

- Make content for the promotion of new releases and events including images and video.
- Manage NMC's social media channels to ensure continuous visibility and grow profile.
- Keep Comms diary up-to-date
- Send out regular newsletters for audiences and press (dissemination, not writing).
- Keep website refreshed
- Monitor engagement on campaigns, audiences and customers and compile stats and analytics data
- Typeset sales notes for distributors and ensure circulation.
- Liaise with our lead distributor Proper where necessary, and provide Proper with regular press updates (reviews, airplay etc) that can be shared with stores, overseas distributors etc.
- Manage all aspects of NMC online Shopify store, including adding new releases,
- Maintain accuracy of catalogue, sales, and customer service.
- Liaise with Fulfilment team at Proper music regarding orders from store where necessary.

Please contact Eleanor Wilson, Creative Director at [Eleanor@nmcrec.co.uk](mailto:Eleanor@nmcrec.co.uk), or Cathy Graham, Executive Director at [Cathy@nmcrec.co.uk](mailto:Cathy@nmcrec.co.uk), for more information.