



VALERIE BARBER PR

Press and Media Relations Manager

Valerie Barber PR is one of the UK's most respected and successful international public relations agencies in the field of classical music, promoting leading concert venues, artists, festivals and ensembles both in the UK and all over the world. You can discover more about us and our clients by visiting www.vbpr.co.uk.

An immediate vacancy exists for a Press and Media Relations Manager to join our team on a full-time basis (five days a week). We operate a hybrid working policy which requires attendance in our office in St John's Wood, London for about three days a week.

Required skills

- You will have minimum two years' experience of working within an arts organisation or agency.
- You will be a skilled communicator and are likely to be personable, efficient and able to accommodate shifting deadlines.
- You will have the ability to work under pressure and demonstrate consistent attention to detail.
- You are a fast learner and a team player.
- You will have the ability to prioritise a busy workload.
- You will be proficient in the Microsoft Office suite (Word, Outlook, etc.).
- You will have a passion and enthusiasm for classical music, culture and the arts.

Desirable skills

- Working knowledge of a European language.
- Social Media management.

Key responsibilities

- Working with the VBPR team in the planning and implementation of PR campaigns across multiple client accounts.
- Preparing PR proposals and contracts for new and existing clients.
- Researching possible coverage for our clients across the UK and international media.
- Researching and writing publicity materials including press releases.
- Liaising with music journalists and securing coverage for VBPR clients.
- Handling incoming media enquiries and facilitating requests for interviews.
- Writing and posting content on the company Twitter account and selected client social media channels.
- Managing press lists and liaising with journalists regarding press tickets.
- Collating and sharing media coverage.
- Providing administrative support as required.
- Representing the company through attendance at concerts, events and press receptions (occasional evening and weekend work will be required).



Contract

Permanent following a three-month trial period.

Holiday

25 days plus bank holidays (subject to negotiation and depending on experience).

Salary

Excellent salary and benefits package based on candidate qualifications and experience.

Apply to

Elena Dante, with CV and covering letter, at: elena@vbpr.co.uk.

Closing date for applications Friday 14 July. Interviews will take place shortly afterwards.