

## Communications Assistant

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Company: Big Machine Label Group

Location: Nashville

Category: arts-design-entertainment-sports-and-media

## PR/Communications Assistant

Location: Nashville, TN, Hybrid

Schedule: M-F, 9am-6pm, Occasional nights/weekends

### About Big Machine Label Group:

Led by Founder, President and CEO Scott Borchetta, the Big Machine Label Group encompasses Big Machine Records, The Valory Music Co., BMLG Records, Big Machine/John Varvatos Records, and publishing company Big Machine Music.

### Job Summary:

The BMLG Communications Assistant is responsible for supporting the communications team with various administrative tasks. This position plays an important role in keeping the communications team organized, allowing them to best support the label's artists and brand.

### Essential Job Functions:

Provide support to the communications team including, but not limited to, managing team calendars, scheduling meetings, organizing press materials, award submissions, invoices for processing, submitting expense reports and account subscriptions.

Compile daily and weekly emails, updating media reports, monitoring coverage,

creating recaps and clipping/archiving press hits.

Draft written materials such as press releases, pitches, carpet cards, artist bios, talk points, etc.

Format and upload press releases for distribution and manage news releases on BMLG website.

Maintain accolades document and record keeping.

Update media contact lists, building lists, and conduct contact research.

Assist in the planning and execution of events, tracking event RSVPs, coordinating media attendance, managing press lists, and ensuring media coverage.

Covering events and press interviews as needed.

#### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Required Experience & Qualifications:**

1-2+ years of PR/communications experience at a firm, studio, label or media organization, including internships.

Understanding of PR concepts and practices.

Must have a passion for Country music, pop culture and media as a whole.

Common knowledge and understanding of music charts and music business.

Ability to travel and work outside of normal business hours as needed.

Proficient in media monitoring tools, databases, and Microsoft Office/Google Suite.

#### **Required Skills:**

Ability to develop compelling written materials (writing samples may be requested).

Ability to meet deadlines.

Strong written, verbal, and interpersonal communication skills.

Problem solving with agility and adaptability in a fast-paced environment.

Ability to work independently; must be self-motivated, organized and detail-oriented.

Ability to work collaboratively with fellow team members and other departments and maintain a positive attitude.

Capacity for critical thinking.

Must be able to maintain high confidentiality.

**Education:**

Bachelor's Degree in Communications, Public Relations, and/or related field preferred.

**Supervisory Responsibilities:**

None.

**Travel Required:**

0-10%

*Big Machine Label Group is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

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