



## Marketing Assistant - Job Description

### About Us

AEI Group is a community of ventures and creative outsiders focused on empowering the next generation of talent through music. Respected within the dance and electronic music industry as an independent leader with a track record of breaking artists, brand development and some chart-topping successes, our ventures include UKF, NCS (NoCopyrightSounds), Drum&BassArena and El Dorado festival to name a few.

With over 25 years' experience, AEI Group works with like-spirited entrepreneurs and talented people across our music ventures, live events and community spaces whilst on a tireless mission to transform the culture of the music industry to create a positive, healthy and happy working environment for all.

As an organisation we celebrate and support our team members from all backgrounds and are working to build an adaptable culture of mutual allyship, and an environment where everyone is comfortable being themselves 100% of the time. We actively encourage applications from people of every race, gender, religion, age, disability and LGBTQIA+ community.

We are now looking for a digital marketing assistant to join the team and support the marketing team across all activities they undertake.

### Duties & Responsibilities

- Booking ads for marketing team on Facebook, Google, Snapchat and TikTok (and elsewhere as applicable in due course)
- Monitoring ad campaign performance and updating the team on a daily basis
- Preparing and delivering ad reports to marketing team
- Managing assets for campaigns, including basic edits to images (e.g. resizing for Facebook ads etc) and simple edits to video (e.g. truncating clips to applicable size for use)
- *(Duties will include, but not be limited to those listed above)*

### Essential Skills & Competencies

- Intelligent, diligent individual with a keen eye for detail
- Good IT and digital skills
- Some experience of analysing data - even if just from Google Analytics etc.

### Desirable Skills & Competencies

- Experience with manipulating images via Photoshop or equivalent
- Some experience (even if minimal) with video editing software
- Conversant with spreadsheets to a basic level
- A keen interest in technology and music
- Awareness and preferably some experience of ad booking on Facebook and/or Google

### Company Benefits

- Flexible working hours and remote working (with the ability to attend team meetings in GMT time zone)
- Unlimited holiday allowance, plus additional personal days and flexible religious holiday observance
- The option of attractive London-based working sites in Bankstock and the halley in Haggerston, including studio access
- Private healthcare cover including dental, optical and full mental health
- Enhanced parental and adoption leave (blind policy), up to 6 months off at full pay (following 12 months continuous employment)
- Workplace training opportunities with AEI Academy
- Annual all company summit, conferences, workshops, one on one coaching
- Well-being programs
- Cycle to work scheme
- Pension scheme
- Sabbaticals - 3 months unpaid or 1-month full pay for every 5 years you've been with the company

AEI is open and happy to make any reasonable adjustments as required throughout the interview process to increase accessibility.

Starting salary: £22,000 p.a.

Interested? Send your CV and cover note to [careers@aei.co.uk](mailto:careers@aei.co.uk)