



## **Online Assistant Job Description**

### **The Company**

Avalon Entertainment Ltd are one of the UK's leading client management and independent TV production companies well known for creating shows including Russell Howard's Good News, Harry Hill's TV Burp and The Frank Skinner Show as well as managing the careers numerous household names including Fiona Bruce, Adrian Chiles and Al Murray.

### **The Role**

We are looking to recruit an Online Assistant to work closely with the Website Manager and Avalon Public Relations. The Online Assistant will be responsible for updating a range of client websites, managing social media channels, and sending emails to client mailing lists using our mailing server software (experience of using Lyris would be an advantage).

In addition, working with Avalon Public Relations the Online Assistant will be responsible for building Online PR connections with relevant contacts with the aim of building client profile in digital spaces. This will include social networks, blogs, forums and entertainment websites as well as developing new media forms.

### **Skills and Qualifications**

We are looking for someone educated to degree level with 12 months experience working in an online PR environment. An interest in the entertainment and comedy industry is a distinct advantage.

The ideal candidate will have:

- Experience using a range of content management systems.
- An understanding of HTML coding.
- Experience editing images using programmes such as Adobe Photoshop.
- An understanding of social media principles.
- Experience working in online PR.
- Ability to work across a range of projects at any given time and prioritise workload accordingly.
- A keen eye for developing online opportunities.
- Knowledge of rules and regulations online such as the data protection act.

This is a great opportunities for a highly motivated individual to join an exciting organisation well established within the entertainment industry.

**Salary depending on experience. Please state you salary expectations on application.**