



Association of Independent Music (AIM): **Events Intern**

AIM:

AIM is the not-for-profit trade body exclusively representing the UK's independent music sector, which makes up a quarter of the recorded music market. Now in its 20th year, AIM's members range from the largest, most respected record labels and associated music businesses in the world to self-releasing artists and the next generation of entrepreneurs in music. AIM promotes and supports this exciting and diverse sector globally and provides a range of services, commercial opportunities and practical help to members, enabling them to innovate, grow and break into new markets.

Role: Events Intern

Reporting to: Events Managers

This is an exciting opportunity to join a small, dedicated and sociable team as the Events Intern, assisting the Events Managers in all activities, with a specific focus and interest in gaining a real knowledge of AIM member events. Working across AIM's portfolio of highly respected conferences, awards show and other events. The successful applicant will find themselves being part of a close-knit and dedicated team with an exciting opportunity to build their knowledge and network.

Duties include:

- Assisting with event planning including idea generation
- Assisting with marketing campaigns for events
- Administrative support for events including: co-ordinating guestlists, arranging promotional materials, following up with suppliers, speakers and sponsors, collating assets, etc.
- Onsite support at events
- Updating event pages on website and social media

Personal spec:

- Self-motivated with a diligent work ethic
- Must have previous experience in event organising and production
- Design capabilities a huge plus
- Overview knowledge of and interest in new music and the independent sector.
- Flexible, quick to adapt and comfortable with working on a host of tasks and projects.
- Confident using the full Microsoft Office Suite, online cloud storage systems such as Office365, Google Docs, Dropbox.
- Organised with great attention to detail
- Improving and streamlining processes at work comes naturally to you.
- You'll be keen to share your ideas in team meetings and comfortable receiving feedback.

Location: Chiswick (nearest Tube: Stamford Brook) – office moving to Central London by may 2019.

Salary: Entry level.

Term: Must be able to commit to 6 months

The Association of Independent Music Limited (AIM)

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