

# QU JUNKTIONS

## Job Description

### Manager/Booking Agent Assistant

#### About Qu Junktions

Qu Junktions is an artist management company and live music booking agency established in 2004. Based in Bristol but working internationally, as managers and agents we represent a diverse roster of 60+ cutting-edge musicians and artists. Our work encompasses a wide spectrum of activity spanning DIY/underground scenes through to larger scale cultural practices. While our main place of work is in an informal, round table office environment in Bristol, we also work closely with team members based in London, Berlin and Copenhagen.

#### The Role

This is a rare opportunity to join our small, committed team in Bristol. Working with our artist managers and booking agents, the successful applicant will support the careers of the artists we represent on a day-to-day basis - from the process of making/releasing records, publishing their music, tour logistics and advancing, press and marketing, through to accounting.

This would be an ideal position for someone looking to take their first steps in the music industry. Although the job involves a wide range of administrative and inter-personal tasks, we do not expect applicants to have prior experience of carrying these out in a workplace. Dedicated time for training and development will be built into the role, and for the right candidate there is potential for supported growth within the organisation.

#### Key Roles and Responsibilities

- Calendar management
- Label copy, digital delivery and catalogue maintenance
- Registering songs (PRS, PPL etc)
- Copy writing and editing (artist bio, PR, quotes)
- Digital marketing (mail outs, website updates, social media, editing assets)
- Database management
- Ticket counts
- Organising immigration documents/visas
- Booking travel and accommodation
- Creating tour itineraries
- Basic accounting (invoicing, royalty tracking, applying for tax documents)

#### Personal Attributes we are looking for

- A passion for new music
- Cultural understanding of the musicians/artists we work with
- Experience working with musicians/artists in some capacity (however a track record working within the music industry or similar organisations is not essential)
- Hunger to learn new skills on the job
- Ability to work proactively and prioritise tasks efficiently
- High level of attention to detail
- Sensitivity around handling confidential information and personal details
- Good communication skills in person and on email

- Ability to use word processing and spreadsheet programmes (eg) Word, Excel, Google Docs/Sheets
- Basic graphic design and video editing skills (desirable but not essential)

Qu Junktions strives to be an equitable employer and we are keen to improve the diversity of our team. We particularly welcome applicants from groups that are currently under-represented in the music and wider arts sector. For more information or support with your application please contact us at [jobs@qujunktions.com](mailto:jobs@qujunktions.com)

### Key Information

**Role:** Manager/Booking Agent Assistant

**Hours:** Part-time, 4 days a week (30 hours) - this may include some out of hours work). There is potential to increase to full-time hours.

**Salary:** £23,500 per annum pro-rata

**Contract:** Permanent

**Location:** Central Bristol (please note this is not a remote working position)

**Deadline for applications:** 1 Dec 2024

**Interviews:** mid-December 2024

**Start date:** mid-January 2025

### How to Apply

Please send us a covering letter (400 words max) addressing the following questions:

1. What excites you about working for an organisation like Qu?
2. What personal attributes and experience do you have that make you the right candidate for this role?
3. What difference would you hope to make in taking on a job like this?

Please also send us an up-to-date CV.

Please email your application to [jobs@qujunktions.com](mailto:jobs@qujunktions.com) with the subject line 'Assistant Application'

If you are selected for interview we will contact you no later than 6 December 2024.