



Job title: Editorial Team, Marketing & events Assistant

Reports to: Editorial Director

Salary: £23k-28k per annum

Location: Bank (WeWork building), City of London

Roxhill Media – Our History

Roxhill is a next-generation media database platform, providing media intelligence to communication teams and PR agencies across the globe. Roxhill's editorial team works with the top editors and journalists in the UK, running live events and networking sessions, as well as producing video and written content packed with insider insight into how PRs can work smarter to get their clients coverage.

Roxhill Media was created just over five years ago by the PR and media database veteran Alex Northcott. Alex spent the early part of his career working as the PR Director at Morgan Stanley, however he is best known as the founder and CEO of the original digital media database, Gorkana from 2003-2011. After he sold Gorkana, he spent a few years in charitable work for Help for Heroes. He then decided it was time to return to the PR world. Fusing together a clever combination of tech and Media data, Alex launched Roxhill in 2015. (www.roxhillmedia.com)

The Role:

We have an exciting opportunity for an ambitious learner, who is keen to become an integral part of the editorial team. The team is responsible for working with journalists to extract the tips and tricks all PRs need to build great relationships and get their clients into the pages of the UK's top publications. We book all the guests for Roxhill events, produce all of Roxhill's insider content, and play a key role in enriching the data of the company's core product, as well as opening doors for the Sales team.

The Marketing & Events Assistant role will support the existing members of the Editorial team by:

- Running the technical side of all online events
- Running all aspects of the marketing campaigns for all events, from email copy to editing imagery and list building
- Managing online ticket platforms and CRM processes for all events
- Writing newsletter copy and journalist bios, building webpages
- Editing video and creating visual assets
- Building and distributing surveys, analysing results
- Assisting in preparation and updating of weekly/monthly management reports
- Managing event-related client communications

What we are looking for:

- A degree or professional qualification in marketing and events OR experience in an events marketing role

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- Knowledge of Hubspot or another CRM platform; Wordpress or another CMS; and an email client such as Mailchimp
- Demonstrable copywriting skills
- Experience of administering Zoom or another online video conferencing platform
- Excellent organisational skills and the ability to multi-task
- An understanding of the world of PR and communications/journalism
- Someone bright and enthusiastic, ready to take the initiative on new ideas and concepts
- Demonstrable confidence communicating with different parts of a business
- Personable team player with a positive attitude

What we offer:

- Opportunity to develop your career with a dynamic company
- Friendly & open working environment
- Hybrid working options currently being trialled
- Health cash plan
- Pension Scheme
- Cycle to work scheme
- WeWork discounts across Gym membership (50%) as well as many retailers
- Regular team learning / socialising opportunities

Closing date for applications: Monday 14th June 2021