

Tuesday, January 14, 2020

Spinkick Pictures is Hiring an Office/Marketing Manager to begin IMMEDIATELY!

Company: Spinkick Pictures

Location: New York, NY

Compensation: Hourly pay to be discussed

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Spinkick Pictures is a full-service production studio offering services in Film, Commercial & Headshot Photography. Conveniently located in Midtown Manhattan and owned by Photographer/Director Brian Thomas, Spinkick Pictures focuses on capturing the special moments in our clients lives, careers and art.

Our Marketing/Operations/Office Manager will take on the day-to-day management of the Spinkick Pictures office, marketing Spinkick Pictures services and recruiting new clients, as well as providing administrative support for the operations of the company. The ideal candidate will also support the company's growth through promotional initiatives inclusive of social media marketing, marketing campaigns and reaching out to potential clients to develop relationships.

Our Office Manager will own this position and be able to manage their own workload, as well as create new methods and ways of working within Spinkick Pictures. This is a unique opportunity to work directly with a visionary artist and experienced and seasoned professional in the entertainment industry.

RESPONSIBILITIES

- Actively create, execute and evaluate strategies for expanding client base and building client relationships.
- Work to establish monthly budgets/revenue goals, develop proposals and create marketing initiatives to meet monthly budgets/revenue goals.
- Calendar management, including scheduling shoots, appointments and consultations.
- Manage all day-to-day operations of the office.
- Social media strategy, content creation, execution and analysis.
- Create and manage the newsletter and email marketing strategy.
- Answer phone calls and emails from clients.
- Manage the cleanliness of the office interior.
- Act as a liaison for managing relationships with building staff, vendors and clients.
- Coordinating gear rentals and shoot logistics (ie. travel and accommodation)

REQUIREMENTS

- 1-2 years related experience
- Proven track record in growing business and expanding client base and bookings

Must be able to work independently and efficiently
Excellent verbal and written communication skills.
Strong organizational and time management skills
Proficiency with Google Drive and Google Suite
Social Media Analytics experience

DESIRED SKILLS/EXPERIENCE

Degree in a business/arts administration related field
Interest/experience in the Arts & Entertainment industry
Web development experience
Graphic design experience

COMMITMENT

3 days a week - flexible hours/times
Roughly 20 hours/week
Hourly pay
Availability on Monday & Tuesday will be prioritized

TO APPLY: Please send a resume and a cover letter to spinkickpictures@gmail.com please include your availability/open days to work in your submission- please note that applications without specific cover letters will not be accepted. Please include "YOUR NAME - Office Manager Application" in the subject line.

Spinkick Pictures
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For more information:
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