

A Little About this Client

Internationally-touring musician, teacher, and producer and his wife seek part-time contractor to manage and execute administrative support tasks. This is a holistic artist and activist who offers musical experiences that transform the body, mind and spirit.

Position Title - Virtual Assistant

Type of Position - Ongoing contract – a committed long term virtual team member

Start Date - Approximately Mar 1

Number of Hours - Approx. 15-25 hours per week. Looking for someone who can tap in almost daily rather than batching all the work into 2-3 days a week.

Pay Rate - Depends on Experience

Location - This can be done entirely virtually. If you live in the Sedona area (Northern Arizona), there is the option to do some meetings and co-working sessions in person with Ashley. Regardless, there will be a significant amount of independent and virtual work.

WHAT YOU'LL DO

Record Label / Music Release Support

- Discography Data Management
- Coordinating Cover Art / Graphics / Video Assets
- One Sheet / Lyrics Docs
- Submitting for Digital Distribution
- Artist Collaborator Communications
- Submitting to various platforms for copyright, royalties, data tracking

Retreat Administration

- Monitoring applications, registration, and payments
- Room assignments, travel coordination
- Answering questions from participants
- Logistics coordination with venue, chef, and facilitators as needed

Website Updates (Currently Weebly Website)

- Update featured music releases, shows, retreats, videos and podcasts
- Update online tour schedules across platforms
- Update other aspects of the website and create new pages from templates as needed

Additional Web Presence Updates

- Bios, photos, and profiles across platforms
- Wikipedia
- Fan Links
- You Tube Channel
- Tour Calendars
- Generating copy for event descriptions, bio updates, etc
- Updating press kit bios and photos as needed

Data Entry

- Weekly entry of gig data, merch sold, income, clients, contacts, press appearances, discography data, etc
- Upgrade and design new aspects of database as needed (Airtable)
- Synthesizing data from email threads, slack channels, and other sources

Merchandise Management

- Tracking inventory and sales
- Ordering inventory
- Researching / Sourcing new merch
- Online Sales
 - *Possibly Supporting in Customer Service and some aspects of fulfillment. This project is in development, and will have someone local managing fulfillment.*

Tour-Related Support

- Creating and sending booking contracts (from template)
- Marketing follow up, making sure graphics are made, events published
- Managing Pre-Sales of tickets online (occasional self-produced events)
- Engaging Street Team
 - Maintain database of street team
 - Engage in advance of tours
- Booking Travel and accommodations
 - Book appropriate domestic and international travel (per company travel policy)
 - Book rental cars and accommodations
- Live Online Event Support (occasional)
 - Monitoring stream integrity, comments, etc

Additional Administrative Support

- Calendaring - Meetings, interviews, podcasts, student / client sessions
- Private client schedule management
 - Respond to email inquiries and maintain schedule (minimal)
- Inbox management
 - Managing inflow of email
 - Prioritize what the owners need to read and respond to

- Process the rest of the email and stay on top of important communications for business functions
- Email correspondence
- Research
- Create Invoices and communicate with bookkeeper
- Contract Document Creation (from templates)
 - Booking Contracts
 - Licensing Contracts
 - Recording Collaboration / Label Release Contracts
- Side projects as assigned

THE KIND OF PERSON WE'RE SEEKING HAS

- Strong written communication skills
- Keen attention to detail
- Tech savvy (Mac friendly, GSuite, Airtable, Scheduling Tools, Contract Software, Asana, Evernote, MailChimp, Slack, Zoom) and if you don't know it you will learn it
- A genuine desire to be of service - not only to the owners, but the global collective
- Extremely self-motivated - can you manage your own time and be self-disciplined in order to get things done?
- Proactive, pragmatic, and resourceful problem solver
- Ability to manage confidential information
- Ability to manage multiple priorities and meet or beat deadlines without error
- Creates and maintains organization
- Life-long learner - you thrive on learning new tools
- Ability to be available to your client during regular business hours, Mon. through Fri.
 - If you are able to check the inbox once on Saturday or Sunday, that's a bonus
- Exhibit the confidence and composure needed to let your client know "You've got this!"
- Deals well with ambiguity, change and hours that sometimes fluctuate weekly
- Patient and kind when communicating with team members and community members
- Sense of aesthetics and harmony
- Positive thinking
- Inspired by client's work (world music and healing)
- Healthy lifestyle is a bonus

YOU IDEALLY HAVE

- 3-5 years experience as a Virtual Assistant, Project Manager, or in an administrative support role
- Experience working with managers and teams located remotely preferred
- In-home office setup including: Mac or PC Computer, consistent high-speed internet, computer with webcam
- Smartphone with email capabilities

- Designated professional, quiet space

Interested? Apply Now!

Fill out this preliminary application, upload your resume, and submit a short intro video at the following link. The form should take you 15-20 minutes.

Application: <https://forms.gle/ared3JuZbHqizUig6>

We are hoping to begin interviews the week of Feb 21.

Contact with any questions: ashley@porangui.com

We base our selections on competence and professionalism in addition to the appropriate background and client fit.