

Position: Content Analyst – Events Calendar

Location: Los Angeles, CA (West Hollywood)

Description:

Find the coolest events all over the world!

Party Earth (www.partyearth.com) is looking for a Content Analyst to research, collect, and post events and activities on Party Earth’s online calendar for its U.S. and International user base.

The Party Earth calendar includes comprehensive event listings, descriptions, photos, and videos for concerts, sporting events, festivals, parties, fashion shows, and other major social events in cities around the world. The Content Analyst will populate the events calendar in Party Earth’s current cities (New York, London, Paris, Los Angeles, Boston, Chicago, Amsterdam, Barcelona, Berlin, Florence, The French Riviera, Ibiza, Madrid, Munich, Pamplona, Rome, and Venice) and new cities being added in the U.S., Europe, and Asia.

Responsibilities:

- Research, collect, post, and maintain Party Earth calendar content including comprehensive listings, descriptions, photos, and videos for events in all Party Earth cities. Calendar content includes: Concerts, Performers, Fashion Shows, Sporting Events, Sports Teams, Festivals, Movie Premieres, Food & Drink Events, Shopping & Sales Events, Parties, Holidays, and other social events
- Assist the Web Content Manager with all calendar-related tasks
- Ensure accuracy of all published calendar content
- Collaborate with the Written Content Team to incorporate calendar data with other content items across various media (i.e. social media, web billboards, written articles, etc.)

Qualifications:

- Strong research skills
- Extreme attention to detail and incredibly organized
- Pop culture knowledge and a desire to continually learn about music, sports teams, festivals, fashion, art, theater, and major events in a variety of cities and cultures around the world
- Self-starter
- Strong work ethic
- Ability to work in a “start-up” environment
- Minimum of 2-3 years of relevant business experience
- International travel experience a plus
- Proficient with Excel
- Basic Photoshop and HTML skills a plus
- Bachelors Degree in English, writing, journalism, marketing, business, or related field

About Party Earth:

Party Earth is a global media and entertainment company whose mission is to enable its community of users to maximize their social experiences worldwide. Through its content, media, and community, Party Earth is a trusted source that delivers unique and valuable recommendations, helping its users find what to do, when to do it, and who to experience it with.

Party Earth – Content Analyst - Events Calendar

Party Earth provides detailed reviews of social venues (i.e. bars, nightclubs, beaches, casinos, parks, plazas) in cities across the world; a daily calendar of concerts, sporting events, and festivals in these cities including real-time event notifications; and photos and videos capturing moments and experiences from certain festivals and events across the globe. Moreover, Party Earth ensures that its community members have a personalized experience by enabling them to utilize its content and interact with other users based on their own interests and preferences.

To apply, please submit your resume to calendar-careers@partyearth.com.

www.partyearth.com | [Party Earth on Facebook](#)