

Position: Content Coordinator

Location: Los Angeles, CA

Description: Party Earth (www.partyearth.com) is looking for a Content Coordinator to be the point person in developing, researching, and managing Party Earth content for a number of cities around the globe. The Content Coordinator will report to the overall Content Manager and will be responsible for driving the organization around content creation and the maintenance of reviews and photo content for a number of assigned cities in the US, Europe, and/or Asia.

Responsibilities:

- Manage the entire lifecycle of review content for a number of assigned cities
 - Conduct preliminary research about a city’s social scene by understanding the overall scene, neighborhoods, and types of venues in order to create a list of potential venues to be reviewed
 - Assist in the writer hiring process
 - Evaluate applications, writing skills, and social scene knowledge
 - Participate in the writer interview process
 - Assist in managing a team of writers throughout the research, writing, and editing process
 - Help conduct training sessions with writers to teach them about the Party Earth writing style and review criteria
 - Assign reviews to writers, set deadlines for completion, and assist with their scheduling
 - Prepare content and coordinate editing with Party Earth editors
 - Help verify the accuracy of submitted content
 - Prepare content for distribution via a variety of media
 - Online media: Work with the technical team to load review content onto the Party Earth website
 - Print media: Prepare manuscripts before going to press
 - Continually manage review content – look for new venues and identify venues that are no longer in business in a certain number of cities
- Manage photo content for venues
 - Contact venues to obtain photos that showcase the interior, exterior, and social scene
 - Assist in the hiring of photographers to take photos at specific venues or neighborhoods
 - Manage venue photos that get uploaded to the Party Earth website
- Maintain relationships with writers, editors, venue owners/managers, and photographers
- Contribute ideas and content for feature articles on PartyEarth.com and email marketing newsletters

Qualifications:

- Minimum of 2-4 years of relevant experience writing, editing, and/or managing content in online and/or print media – ideally in the media and entertainment industry
- Extensive knowledge of one or more Party Earth cities and/or the ability to research a city and identify relevant venues, and the ability to continually monitor the social scene
- Ability to organize and manage large scale projects
- Extensive pop culture knowledge and desire to continually learn about music, festivals, sports teams, fashion, and major events in a variety of cities and cultures
- Solid understanding of the Party Earth review structure, characters, and ratings
- Ability to formulate and express opinions about venues/social scenes and evaluate social venues for different personalities

Party Earth – Content Coordinator

- Outgoing, friendly personality with the ability to interact with a variety of personalities from different cultures
- Ability and desire to learn about venues, fact check for accuracy, and navigate through information in multiple languages via phone or email
- Extreme attention to detail
- Strong work ethic
- Self-starter
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work in a “start-up” environment
- Proficient with Word and Excel
- Basic Photoshop 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/distribution, 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. The Company currently provides detailed reviews of social venues (i.e. bars, nightclubs, beaches, casinos, parks, plazas) in cities across the world; a daily calendar of festivals, concerts, and sporting events in these cities including real-time event notifications; and photos capturing moments and experiences from certain festivals and events across the globe. Moreover, the Company 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 content-careers@partyearth.com.

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