

Position: Web Content Manager – Events Calendar

Location: Los Angeles, CA (West Hollywood)

Description:

If you're a Web Content Manager, Project Manager or Content Strategist that loves music, sports and anything social, then this could be your dream job!

Party Earth (<http://www.partyearth.com>) is looking for a Web Content Manager with expertise and great interest in music and sports to manage, coordinate and oversee the research, collection, and posting of all events and activities on Party Earth's online calendar for its 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 Calendar Manager will manage a team to populate the events calendar in Party Earth's current cities (New York, London, Paris, Los Angeles, Boston, 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:

- Manage the research, collection, posting, and ongoing maintenance of all Party Earth calendar content including comprehensive listings, descriptions, photos, and videos for events in all Party Earth cities. Calendar content includes: Concerts, Sports, Festivals, Food & Drink Events, Shopping & Sales Events, Parties, Holidays, and other social events
- Serve as an expert on Party Earth calendar content, especially music and sports information
- Lead project management and project planning for all calendar-related tasks
- Management of an internal team of calendar staff
- Ensure accuracy of all published calendar content
- Research potential data partners and develop relationships in order to gather photos, videos, listings, ticketing, and other data
- 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.)
- Assist the web and technical teams in defining the presentation of calendar content on Party Earth web and mobile applications
- Assist the sales and marketing team with calendar-related initiatives and cross-promotional ideas based on long-term calendar knowledge
- Develop international contacts and databases for continual content collection including relationships with PR reps, promoters, and marketing contacts

Qualifications:

- Passion for music and sports information with extensive knowledge in both areas
- Extreme attention to detail and incredibly organized
- Minimum of 5-8 years of relevant experience managing content in online and/or print media – ideally in the media and entertainment industry
- Minimum of 2-3 years experience managing teams and projects
- Solid understanding of the 18-34 year old demographic and how to develop and tailor calendar content for the demographic
- Extensive knowledge of Party Earth's cities and/or the ability to research a city, identify relevant events, and the ability to continually monitor the social scene

- Ability to formulate and express opinions about events/social scenes and evaluate events for different personalities
- Extensive pop culture knowledge and 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
- Ability to interact with a variety of personalities from different cultures
- Ability to multitask and to work both collaboratively and independently within a deadline-driven environment
- Strong research skills
- Self-starter
- Strong work ethic
- Ability to work in a “start-up” environment
- International travel experience a plus
- Language skills in Spanish, French, German, Italian, or Dutch a plus
- Proficient with Word, Excel, and PowerPoint
- 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 provides detailed reviews of social venues (i.e. bars, nightclubs, beaches, casinos, parks, plazas) in sixteen 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](#)