

Events and Marketing Assistant

Full time

Elevate is looking for an ambitious, creative, hardworking badass – someone who’s looking to gain experience in end-to-end arts event planning, production, and marketing.



About Elevate

Elevate is a small independent arts events and marketing agency that’s been operating in Shanghai since 2018. It creates events that are conceptually rich, be it through visual art, music, performance or discussion. It engages up-and-coming artists as well as those more experienced, as part of a youth culture that embraces art, fashion and music more than unfettered consumerism. All of its events are focused on audience experience, aiming to create a comfortable social environment that is accessible to all. For more info, download our 2021 review [here](#), or go to www.elevateshanghai.com.

The Role

Key Responsibilities

Helping to plan and execute arts and nightlife events

Researching and communicating with artists, venues and sponsors

Writing and translating marketing materials

Expanding social media reach, through WeChat, Weibo and RED

Secondary Responsibilities

Creating and/or compiling key visual materials and project proposals

Assisting in creating physical props, sets and signage

Building partnerships with lifestyle and fashion brands

Managing volunteer teams at events

About you

To us, personality and attitude matters more than experience. If you love all things artsy, are motivated and willing to learn, and you can think and act independently, then we’re off to a good start. This is not a traditional company, and it is not a traditional career path. If you’re someone who is okay with unpredictability, with adapting to new tasks quickly, and who strives to create meaning in their work, then we’re looking for you.

This position is suitable for recent graduates, or those who might have graduated a while ago but would like a change. Applicants *must* have native-level Chinese, and decent written and spoken English. If your degree is in a related field, great. If it's not, no biggie.

Not necessary, but extra points for skills and experience with: graphic design, Photoshop/Illustrator, WeChat official accounts, copywriting, proposal/pitch writing, social media management & SketchUp.

What we provide

We believe in a decent work-life balance.

You will receive 10 days of paid annual leave, plus mandatory national holidays. Twice a month you can work from home.

Evening and weekend work will be necessary, depending on event arrangements, but hours will be made up. Your time outside working hours is yours; no 九九六.

You'll be given the opportunity to learn a lot, from graphic design, to events management, sound engineering, 3D modelling, proposal writing and more.

You'll be working directly with the managing director, and will be expected to learn fast.

Our office is in central Shanghai, near Jiaotong University.

Salary: 7000-9000 per month, depending on experience, with bonus opportunities, including all social and health insurance (五险一金).

How to apply

Submit your resume, and a cover letter explaining a little bit about yourself and what motivates you, in English, to charley@elevateshanghai.com. Please write this in your own, natural voice. Have any questions? Feel free to ask before you apply.

For more info on our projects, you can download our 2021 review [here](#) and visit our WeChat official account, at ElevateChina.