

WE ARE HIRING!



COMEDY LATVIA IS LOOKING FOR AN OPERATIONS MANAGER

Comedy Latvia is a small company in the entertainment industry that puts on live stand-up shows across Latvia, Estonia and the Baltics. We do a lot of stuff and we like it that way. We are looking for someone to step into an ops role in our group to help make sure the whole thing runs smoothly each day.

ROLE OVERVIEW:

Comedy Latvia is a small but growing group, we have a group of artists whose careers we are looking to guide, as well as putting on live shows. Our live shows are divided into two main groups, the first being shows in Latvian which include Open Mics, national tours and roast nights. The second are our International shows which range from 85 seats at KKC to the biggest foreign acts like Daniel Sloss, Jimmy Carr, Dylan Moran and Bill Burr.

Currently our operations are being worked out in a joint way between our artists and our larger team which is based in Tallinn (Comedy Estonia). We are looking to put in an Operations Manager in Riga to coordinate our Latvian work and provide leadership on the ground. The role involves working closely with our Latvian comedians and local partners but also very closely with our Estonian team who provide experience, management support and direction for your work. Basically speaking: we have our operations running well in Estonia and your job is to use those learnings and grow our business in a similar way in Latvia.

SKILLS REQUIRED

The job requires a very well-rounded person, the core skills are being a great project manager who can get situations under control and focus on the next actions which need to be carried out. Maybe you don't know what the next action is for one of the hundred projects we do. That's ok, your job is to find someone who knows, work it out and help them make it happen.

The position involves bringing together our operations in Latvia and getting things under control. It also will involve a lot of remote work to learn and take direction from our team in Estonia. Make no mistake, you need to be able to think clearly, work independently and ask questions if you are lost. We have already basically solved most of the problems you will face, so it's not always about coming up with a new solution yourself, but implementing the best practices we have massed over the years through our operations across the Baltics.

You need to be a native Latvian speaker and have a very good handle on English too. Your day will be split between these languages and managing a group of performing comedians, we greatly value well spoken communication. Communication with management will be in English, your CV (and any additional motivation letter) should be written in English also.

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This is a very broad role and you will be getting your fingers into everything Comedy Latvia does:

- Sorting daily and weekly travel arrangements
- Booking venues and show dates
- Making sure each show has all the sound/lights/tech it needs
- Working with our designer and photographer to produce show artwork
- Closely overseeing our large International projects and working directly with International partners on the logistics of their visit.
- Overseeing all of our ticket sales and show promotion to ensure sales progress is on track for each event.
- Simple editing of our social media audio and video
- Posting on social media according to the marketing plan
- Streamlining our booking process for Private events
- Working with our accountant to ensure proper financial management

Other more direct skills needed:

- Formal education in business / project management is a strong advantage
- Ability to work individually and as a team
- Being able to make order from chaos. When a situation seems overwhelming and it's not clear how to solve it, you need to be able to detach and find a path forward.
- Weird love of repeatability and procedures. We think the way to do many projects is to focus on "how can we do this over and over again?". Anyone can do something once, but doing it over and over each month for years on end is the really valuable skill. Our goal is that we don't want to have to work out something twice. If we have figured it out once we record and track this knowledge so it's easier the next time.
- Ability to work at an advanced level in Latvian and English environment

WE OFFER:

Comedy Latvia is a very unique company and finding the correct personality is extremely important to us. We are open to all candidates however we feel this role is best suited for someone who has recently graduated or is about to graduate from a business or marketing course. The working hours are flexible, we work remotely on a daily basis and we can schedule around any pre-existing classes if you are still studying. This is not a 9 to 5 job, we often have to work evenings because that's when our shows are on however your morning start time is quite flexible.

We do not currently have an office in Riga, you will need to be comfortable to work from your own space and with your own laptop. We look after our employees with strong career guidance and ensuring you have all you need to be comfortable and get the job done. The work is quite seasonal, for example summer is a more relaxed for us when we only do laid back shows across the countryside. However, when autumn comes then it's time to work and we have a lot to do.

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Salary starting from 750€ gross with an increase after 3 months.

If you would like more background on our company culture and values, see our Estonian “About Us” page. This will give the best overview <http://www.comedyestonia.com/about-us/>

WANT TO KNOW MORE?

You can contact us through info@comedylatvia.lv to submit your CV or just ask us questions about the position. It is true that motivation letters are dumb, but when you submit your CV, tell us something about yourself, write some text out and sell yourself a little. You don't need to go all Mad Men on the spin, but tell us about who you are, this will immensely help your chances of getting an interview.

Applications close March 6th