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MIKE CARSON / THE 92 GROUP, LLC

Part-time Executive/Personal Assistant

Los Angeles

Role Description

[Mike Carson](#) & [The 92 Group](#) seek a Los Angeles-based, part-time assistant to work alongside the Founder/Creative Director on day-to-day administrative and creative operations surrounding various visual projects in entertainment. This position is part-time, hourly, based in Los Angeles, with room for growth as we rapidly expand! While this is a primarily administrative job, you will flex your creative muscles daily due to the style of projects, so this is an excellent environment. for someone who has an appreciation & interest in the arts & entertainment.

About Mike Carson & The 92 Group

[Mike Carson](#) is an award-winning, multidisciplinary creative who works across the mediums of Live Performance, Film, Photography, Print, Apparel & more. His work pushes the boundaries of possibility — exploring his subjects and their stories, often through the lens of surrealism.

[The 92 Group](#) — the design practice of Mike Carson, a collective that utilizes visual mediums to challenge formulaic traditions in media and entertainment. Collectively, Mike and T92G, have directed and designed for Apple Music, Netflix, Spotify, Jordan Brand, Kendrick Lamar, Travis Scott, Big Sean, Chloe X Halle, Drake, and more.

We'd be looking for you to:

- Manage calendar & scheduling for Creative Director.
- Manage email correspondence and flag essential/actionable items.
- Plan Meetings both Virtual and in Person.
- Take notes during team meetings both remotely and in Person.
- Create clear and concise Spreadsheets for various projects based on direction.
- Plan occasional travel and manage bookings.
- Build visual decks and treatments based on templates & direction from the Creative Director.
- Work alongside freelance producers, designers, and creatives on large-scale projects alongside Mike Carson, on behalf of The 92 Group.
- Keep up with the organization of Archives (Dropbox, Hard Drives, etc.)
- Make occasional runs to drop off or pick up items (food, wardrobe, production equipment, etc.).

YOU:

- Enjoy multitasking and feel comfortable assisting on small to large-scale projects simultaneously.
 - Pay attention to detail, meet tight deadlines, and have excellent organizational skills.
 - Have excellent communication skills.
 - Are proactive and work well with and without direction.
 - Are a quick and creative thinker & problem solver. (Our projects often have fast turnaround times, so creativity in your approach is a must.)
 - Are a creative at heart or deeply understand creatives!
 - Are trustworthy and can maintain the confidentiality of all information as required by The 92 Group.
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- 2+ Years of Professional Experience (Can be as an assistant or freelance creative, business owner)
 - Experience in Google Calendar & iCal
 - Experience with domestic and international travel booking & coordination.
 - Must be proficient in building presentations in Keynote/Powerpoint/Slides.
 - Must be proficient in Google Sheets, Excel, Numbers (Mac)
 - Understanding of Dropbox (You'll be in there often)
 - Have a car and active driver's license.
 - Live in Los Angeles, CA
 - Bonus but not required: Understanding of Photoshop and other Adobe suite programs.

APPLY

- If you think this could be you or have any questions: please contact hello@the92.group // Please attach your resume, portfolio, link to website and social media pages, as well as a brief intro message.

Thank you!

/MIKECARSON

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