

Job Title: Chief of Staff

Location: NYC (Preferred) or Remote with Frequent Travel

Type: Full-Time

Salary Range: \$40-60k

Start Date: September/October 2025

About MTRNM

MTRNM is a global house music event label based in Los Angeles hosting intimate and curated house music experiences for a predominantly international audience. We bring together an international, upscale community of music lovers, tastemakers, and creatives who crave something deeper than the typical nightlife experience.

We're growing fast, with an expanding footprint across the US, Europe, and the Middle East — and we're looking for our **first full-time hire** to help us scale our operations and impact.

The Role

As **Chief of Staff**, you will operate as the right hand to MTRNM's founders, taking over critical day-to-day responsibilities so the executive team can focus on high-leverage growth, partnerships, and creative vision.

You will serve as the connective tissue between our **event operations**, **marketing**, and **creative** teams, ensuring everything runs smoothly, deadlines are met, and every event reflects the excellence and curation MTRNM is known for.

This is a **strategic and executional hybrid** role — perfect for someone who thrives wearing many hats, has strong creative instincts, and can lead cross-functional teams with precision.

Key Responsibilities

Operations & Event Calendar Management

- Source, onboard, train, and manage local City Managers across key markets.
- Create systems to track local performance, ticket sales, logistics needs, and on-ground recaps.
- Coordinate between City Managers and central HQ to ensure alignment across all markets and strategically plan dates to:
 - Avoid competitive clashes across markets
 - Align with academic calendars in student-centric cities
 - Bundle geographically close events (e.g., NYC + Miami or DC + Boston) to maximize travel efficiency and cost savings.

Content Team & Calendar Management

- Serve as the liaison between City Managers and the Creative Team, overseeing and managing the master content calendar across platforms.
- Ensure all relevant events and brand updates are communicated clearly and early to the creative team, adjusting creative timelines in real-time as events shift or expand.
- Work with the creative team to ensure that community messaging stays on-brand and reaches the right audience at the right time.
- Ensure timely production and posting of content including but not limited to: event announcements, know-before-you-go posts, recap reels/content, lifestyle dumps, sponsor-related content, and any other relevant creative assets.
- Collaborate with the Head of Media to assign editing, filming, and delivery schedules.

Resource & Community Management

- Maintain and continuously update a centralized hub of internal resources (SOPs, event templates, recaps, contacts, logistics documents, etc.) to ensure all teams are aligned and have access to what they need in real-time.
- Track and organize all incoming data from events (ticketing info, guest lists, table buyer lists, vendor contacts) into clear systems for reuse and future planning.
- Oversee and evolve community engagement strategies — including segmented **email + SMS marketing**, audience growth funnels, and **WhatsApp broadcast lists/group chats**, to ensure consistent communication with our most engaged audience segments to strengthen retention and deepen brand loyalty.

What We're Looking For

- **2+ years of experience** in operations, project management, or strategy (events or music/hospitality industry experience is a major plus)
 - A **highly strategic thinker** who can balance short-term execution with long-term vision
 - **Strong communicator** — able to clearly and confidently communicate across creative, ops, and executive teams
 - Experience managing both **remote teams** and **fast-paced calendars**
 - Highly organized, detail-oriented, and proactive — someone who thinks three steps ahead
 - Passionate about music, youth culture, and the experiential space
 - Comfortable traveling and flexible to work across multiple time zones
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Bonus Points For

- Prior experience at a music label, agency, events company, or creative startup
 - Familiarity with tools like Notion, Asana, Google Drive, Airtable, or similar
 - A creative eye — even if you're not a designer, you appreciate good aesthetics and brand alignment
 - Fluency in additional languages (Spanish, French, or Arabic a plus)
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Why Work With Us

- Be part of building something global from the ground up
 - Access to world-class events and unique venues
 - Work with a tight-knit, passionate, and mission-driven team
 - Travel opportunities to key event cities
 - Space to grow with the company and shape the future of the brand
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How to Apply

Please fill out this form [HERE](#).