

**VIBE DISTRICT**

Build With Us

Vibe District — Open Roles & Opportunities

"The scene doesn't build itself."

Vibe District Management | Southern California | vibedistrict.live

WHAT THIS IS

Vibe District is a live entertainment and artist booking company building residency programs at venues, bars, restaurants, and event spaces across Northern & Southern California. We are assembling our founding team and we are looking for the right people. Not just anyone. The right people. If you have a skill, a hustle, and a genuine interest in building something real in the entertainment space, read on.



Why join Vibe District

These are unpaid volunteer roles. We are not going to dress that up. What we are offering instead is something harder to find and more valuable in the long run.

Real credits	Your name on produced live shows, showcases, and events from day one.
Live experience	Hands-on event production, booking, content creation, and operations in a real working entertainment company.
Portfolio material	Photos, video, social content, booking records, and production credits you own and can use anywhere.
Industry network	Direct access to artists, venue owners, managers, and entertainment professionals across Southern California.
Letter of recommendation	A personal letter from Vibe District Management upon completion of your first season.
Ground floor access	You helped build this. That story does not have a price tag. The people who show up first always have the best version of it.



The three designations

Every person who joins Vibe District is assigned one of three designations based on their role, commitment level, and involvement in daily operations.

DESIGNATION 01

Founding Team Member

The inner circle. Founding Team Members are embedded in the operation from the start. They show up consistently, have direct impact on how Vibe District runs, and are the first people we call when something needs to get done. This is the highest designation and it is earned, not assumed.

Roles: Event Production, Booking / Talent Coordination, Admin / Operations

DESIGNATION 02

Associate

Skilled contributors who work project to project or show to show. Associates bring specific expertise to the table and maintain a consistent presence without being embedded in daily operations. Their work is visible, credited, and essential to every event we produce.

Roles: Social Media / Content, Photography / Videography, Public Relations / Marketing

DESIGNATION 03

District Contributor

The entry point into the Vibe District ecosystem. District Contributors plug in when they can, bring something specific to the table, and grow into larger roles as the operation expands. This designation is open to any category on a limited or as-needed basis.

Roles: Open across all categories on a limited or as-needed basis



The roles

Six core roles make up the Vibe District operation. Each is described below with its designation, overview, requirements, and responsibilities. Read each one carefully and apply for the role that fits where you actually are, not where you wish you were.

Event Production

**FOUNDING
TEAM MEMBER**

The backbone of every show. Event Production volunteers are on the ground at every event, managing the physical execution of the night from load-in through breakdown. If something goes wrong, they fix it. If something needs to be set up, they set it up. This role is not glamorous. It is essential.

Requirements

- Available for evening and weekend events. Night availability is non-negotiable.
- Physically capable of lifting equipment, setting up staging and sound.
- Reliable. If you commit to a show date, you show up.
- Some prior experience with live events, concerts, or production is preferred but not required.
- Valid California driver's license preferred.

Responsibilities

- Assist with venue setup, sound equipment placement, and stage arrangement before each event.
- Manage load-in and load-out of Vibe District production equipment including PA system.
- Coordinate artist arrivals, sound checks, and performance timing on the night.
- Monitor the room during events and address any operational issues in real time.
- Assist with breakdown and equipment storage after each event.
- Communicate directly with Vibe District Management throughout the night.



The roles

Social Media / Content

ASSOCIATE

Vibe District's visibility depends on content. The Social Media and Content Associate owns our online presence, documents events, and turns live moments into content worth watching. This role can be managed mostly remotely with required on-site presence at events for live coverage.

Requirements

- Active and working knowledge of Instagram, TikTok, and related platforms.
- Ability to shoot short-form vertical video content on a smartphone or camera.
- Basic video editing skills using CapCut, InShot, or similar mobile tools.
- Strong written voice and the ability to write captions that do not sound like AI.
- Available for on-site event coverage at least twice per month.
- Consistent. Content does not stop between shows.

Responsibilities

- Manage Vibe District social media accounts on an ongoing weekly basis.
- Create and post pre-event content including artist features, countdowns, and venue reveals.
- Cover events live with stories, clips, and real-time posting.
- Deliver edited post-event recap content within 48 hours of each show.
- Execute the tag mechanic strategy, driving artist submissions through community engagement posts.
- Track engagement metrics and report monthly on what is working and what is not.



The roles

Photography / Videography

ASSOCIATE

Every Vibe District event needs to be documented properly. The Photography and Videography Associate captures the performances, the crowd, the merch table moments, and the energy of the room. Their work becomes the proof of concept that books the next show.

Requirements

- Own or have access to a DSLR, mirrorless camera, or high-quality smartphone capable of low-light photography.
- Demonstrated ability to shoot in low-light and live event environments.
- Basic photo and video editing skills. Adobe Lightroom, Premiere, or equivalent.
- Portfolio of prior event, concert, or performance photography preferred.
- Available for on-site coverage at all scheduled Vibe District events.
- Deliver edited content within an agreed turnaround after each show.

Responsibilities

- Photograph and film all Vibe District events from setup through performance and meet and greet.
- Capture specific key moments including performances, crowd reactions, artist and fan interactions, and merch table activity.
- Deliver a minimum of 20 edited photos and 2 to 3 short video clips per event within 48 hours.
- Provide raw files upon request for social media and editorial use.
- Collaborate with the Social Media Associate on post-event content delivery.
- Maintain a Vibe District content archive for portfolio and promotional use.



The roles

Booking / Talent Coordination

**FOUNDING TEAM
MEMBER**

Booking and Talent Coordination is where the artist pipeline meets the production schedule. This role manages communication between Vibe District Management and the artists we are placing, keeping every show on track before anyone sets foot in the venue. Mostly remote but communication-heavy.

Requirements

- Excellent written and verbal communication skills. You are the first point of contact for many artists.
- Highly organized with the ability to manage multiple artists and show dates simultaneously.
- Familiarity with the independent music and performance landscape in Southern California is a plus.
- Comfortable using email, Google Sheets, and basic scheduling tools.
- Responsive. Artists and venues cannot wait two days for a reply.
- Prior experience in booking, artist management, or talent coordination preferred but not required.

Responsibilities

- Review incoming artist submissions and flag qualified candidates for Vibe District Management review.
- Communicate booking details, show dates, load-in times, and performance expectations to confirmed artists.
- Maintain a working roster of available talent organized by genre, availability, and performance history.
- Coordinate pre-show logistics with confirmed artists including sound requirements and set length.
- Track and document artist performance history across all Vibe District events.
- Support the development of simple booking agreements and artist communications templates.



The roles

Public Relations / Marketing

ASSOCIATE

PR and Marketing is about building Vibe District's name in the market before, during, and after every show. This role handles outreach to press, manages the brand voice across written channels, and finds opportunities to get Vibe District in front of new audiences. Mostly remote with flexible hours.

Requirements

- Strong writing skills. This role produces copy, press releases, and outreach emails that represent Vibe District publicly.
- Familiarity with local press, entertainment blogs, and community media in Southern California.
- Understanding of basic PR strategy including media outreach and event coverage pitching.
- Self-directed. This role requires initiative without being told what to do every day.
- Experience in entertainment, music, or event PR is a plus but passion and skill matter more.

Responsibilities

- Draft and distribute press releases for major Vibe District events and announcements.
- Identify and pitch local press, entertainment blogs, and community outlets for event coverage.
- Write and maintain consistent brand copy across all Vibe District communications.
- Support the development of promotional materials including event flyers, email campaigns, and announcements.
- Monitor local entertainment media for coverage opportunities and competitor activity.
- Build and maintain a media contact list for ongoing outreach.



The roles

Admin / Operations

**FOUNDING TEAM
MEMBER**

Admin and Operations keeps the machine running between shows. This role supports Vibe District Management with scheduling, correspondence, organization, and the behind-the-scenes infrastructure that makes every event possible. Fully remote with flexible hours.

Requirements

- Detail-oriented and organized. Nothing falls through the cracks on your watch.
- Comfortable with Google Workspace including Docs, Sheets, Drive, and Gmail.
- Strong written communication skills for internal and external correspondence.
- Ability to manage multiple tasks and timelines without constant supervision.
- Discretion. Admin sees everything and says nothing outside the team.
- Prior administrative, operations, or executive assistant experience is a plus.

Responsibilities

- Manage Vibe District's shared calendar and maintain event scheduling documentation.
- Handle general inbox management and draft responses to routine inquiries.
- Maintain organized records of artist submissions, venue contacts, and event documentation.
- Support the creation and filing of booking agreements, volunteer agreements, and event records.
- Coordinate logistics and communications ahead of each event.
- Take notes and document decisions during team check-ins and planning conversations.



How to apply

We do not have a formal application portal. We have a real email address and a real person reading every message. Here is how to reach us.

STEP 1 — SEND US AN EMAIL

Email: williamq@vibedistrict.live Subject line: Your name + the role you are applying for. Example: "Jordan Smith — Social Media Associate" In the body: Tell us who you are, what you bring to the table, and why Vibe District specifically. Include links to any relevant work, portfolio, social accounts, or content you have created. No attachments. Links only.

STEP 2 — WE REVIEW AND RESPOND

We review every submission and respond to every serious inquiry directly. If you are a fit we will set up a brief phone or video conversation to talk through the role, the commitment, and what working with Vibe District actually looks like day to day.

STEP 3 — WELCOME TO THE TEAM

Selected volunteers receive a simple one-page agreement outlining the role, the designation, the commitment expectations, and what Vibe District commits to providing in return. Once that is signed you are on the team and you are in the room.

**VIBE DISTRICT****Vibe District Management**talent@vibedistrict.live | www.vibedistrict.live**"The scene doesn't build itself."**