

## ACCOUNT EXECUTIVE

**Start date:** As soon as possible

**Probationary period:** 3 months from start date

Flint is an award-winning communications consultancy for the arts, culture, heritage and luxury sectors, focusing on profile-raising, brand management and revenue generation. With offices in London, Istanbul, New Delhi, Mumbai, and an affiliate agency in New York, Flint offers a bespoke communications service that combines specialist expertise and local insight with a genuinely global network. Flint is an exciting and fast-growing business that values, listens to and invests in its people. Flint's clients include museums, not-for-profit foundations, commercial galleries, art fairs, prizes, biennales and cultural festivals.

### PERSON SPECIFICATION

Flint seeks an ambitious and proactive Account Executive to join its expanding London team. The role requires a highly organised team player with excellent attention to detail and strong verbal and written communication skills. The ideal candidate will have proven PR experience, a genuine passion for arts and culture, particularly demonstrating interest and expertise in the visual arts and an excellent understanding of the media.

#### Essential

- Minimum 1-2 years' PR experience, ideally with an agency or in-house
- A network of professional contacts and relationships in the arts and culture industries
- Proven culture sector experience and a genuine passion for arts and culture, especially in the visual arts.
- Excellent written and verbal communication skills, including strong copywriting and editing skills
- Excellent research skills
- Excellent organisation and attention to detail
- Strong IT skills in particular in Photoshop and Mac software
- Proactive, and works well under pressure in a fast-paced environment
- Flexible approach to work with the ability to attend evening and weekend events where necessary
- Experience of event management, specifically private views and press previews

#### Preferred

- An arts-related degree, BA or MA
- Ability to construct and implement digital strategies
- Languages desirable
- A network of journalist contacts in the arts and an understanding of the arts media

## JOB SPECIFICATION

This role is instrumental to the agency and sits at the centre of campaigns across the arts, and culture sectors, including, but not limited to commercial galleries, museums, art fairs, public institutions and contemporary art platforms. Key responsibilities include:

- Delivering strategic media and promotional campaigns for clients
  - Acting as a point of contact for clients and building client relationships
  - Creating and editing press releases, media lists and publicity strategies
  - Pitching and responding to journalist requests and enquiries
  - Media monitoring and collating coverage
  - Managing social media channels
  - Working at client events, private views, photocalls, press offices and launches
- Building and strengthening relationships with the UK and international media
- Liaising with stakeholders in the corporate, events and culture sectors
- Supporting Account Managers and Directors on campaigns
- Contributing to prospective client campaign proposals and meetings
- Assisting with the supervision of junior staff and interns

Please submit a covering letter and CV to Chantal Lane: [chantal.lane@flint-culture.com](mailto:chantal.lane@flint-culture.com)

**Deadline for applications:** Friday 14th February

**Interviews:** Monday 17 February 2020 - Friday 21st February 2020