

ACCOUNT EXECUTIVE

Terms and Conditions

Start Date: ASAP

Contract: Permanent

Working Hours: Full time (37.5 hours per week, including lunch break)

Salary: £24,000 – £26,000 per annum (dependent on experience)

Probation: 3 months from the start date

Location: We currently operate a hybrid model with 3 days at our Farringdon office, 2 days working from home.

Holidays: 25 days per annum plus all UK public and bank holidays

Pension: Flint Culture offers a workplace pension plan with Royal London currently with 5% employee and 3% employer contributions

Benefits (post probation):

- Corporate gym membership
- 1 charity day per annum
- Enhanced Maternity, Adoption and Shared Parental Leave Policy
- Arts and culture events and activities budget – to the value of £150 per annum
- External training budget / internal training – to the value of £200 per annum
- Days off in lieu of weekends worked
- PRCA individual corporate membership
- Museums Association corporate membership

You will be required to provide proof of eligibility to work in the UK

Flint Culture is an award-winning communications consultancy that specialises in the cultural and creative industries. We deliver campaigns worldwide through offices in London, Dubai, Istanbul and Delhi supported by an international network of Associates. Our work is driven by specialist expertise, regional insights and a belief in the value of culture.

We are seeking an ambitious and proactive Account Executive to join our 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 communications experience within an arts organisation or PR agency, a genuine passion for arts and culture and an excellent understanding of the media and digital communications.

The role is instrumental to the agency and sits at the centre of campaigns across the cultural and creative industries, including contemporary art, heritage, performing arts, literature, design and architecture and film. Current clients include Artichoke, The Auckland Project, The House of Music Hungary, The Institute of Contemporary Arts (ICA), The RIBA International Prize, The Sheikh Zayed Book Award, The South Bank, and The Story Museum.

Main Duties & Responsibilities

- 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
- Contributing to Flint Culture's social media channels (content creation and implementation)
- Assisting with the supervision of interns

Skills & Experience Required

- Minimum 1 years experience in a communications role, either within an arts organisation or PR agency
- Experience in managing social media platforms (including Twitter and Instagram) and working with social influencers
- Excellent copywriting and verbal communication skills
- Excellent research skills
- Excellent organisation and attention to detail
- Interest in the arts
- Ability to work well on own initiative and within a team
- Ability to work under pressure, meet deadlines and multitask within a busy environment
- Flexible approach to work with the ability to attend evening and weekend events where necessary

Preferred

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

How to apply

To apply for the role, please provide a CV and covering letter demonstrating how your skills and experience meet the role's requirements to:

Chantal Lane at chantal.lane@flint-culture.com.

Please state *Account Executive* in the subject line.

The deadline for applications is 10 am on Friday 17 June 2022

First interviews: will take place during the weeks of 13 June 2022 & 20 June 2022

Second interviews: will take place at the end of June 2022

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from candidates from Asian, Black or ethnically diverse backgrounds and candidates who self-identify as disabled. All candidates who self-identify as disabled who demonstrate that they meet the essential criteria will be invited for interview. Flint Culture is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.