

## ACCOUNT MANAGER

### Terms and Conditions

**Start Date:** As soon as possible

**Contract:** Permanent

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

**Salary:** £32,000 – £38,000 per annum (dependent on experience)

**Probation:** 3 months

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

**Holidays:** 25 days per annum plus all UK public and bank holidays. In addition, the agency currently operates discretionary closure of at least a week over Christmas and the New Year, in addition to staff leave entitlement

**Pension:** Flint Culture offers a workplace pension plan with Royal London currently with 5% employee and 3% employer contributions after passing 3 month probation period

### **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**

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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 experienced Senior Account Executive or Account Manager to join our London team. The role requires a team player who is highly organised and motivated, has an excellent understanding of the media with strong contacts, and has a track record in establishing client relationships and delivering brilliant campaign results.

Our ideal candidate will have proven communications experience within the creative industries, a genuine passion for arts and culture and an understanding of the range of ways in which clients can communicate with their audiences, including creating and sharing digital content. They must be comfortable with speaking to the media but also have the ability to advise clients and manage a varied network of audiences, stakeholders and partners.

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**

- Planning and implementing strategic media and digital campaigns for clients
- Developing and maintaining strong client relationships
- Creating and editing press releases, media lists and publicity plans
- Creating and overseeing digital campaign strategies
- Working with stakeholders and partners in the corporate, events and culture sectors
- Managing press trips, client events, private views, photocalls, press offices and launches
- Building and managing relationships with a strong network of UK and international media. Participating in new business development, including researching and writing new business proposals and pitch presentations
- Contributing to Flint Culture's social media and brand development
- Managing account teams and colleagues (the UK and international) and working with the leadership team

### **Skills & Experience Required**

- Minimum 3 years experience in a communications role within the creative industries or relevant PR agency
- Demonstrable experience in team leadership and management
- Experience in working with and influencing national and international, consumer and specialist print and broadcast journalists to achieve positive media coverage
- Experience in working with external stakeholders and partners e.g. sponsors, exhibitors and project partners
- Experience in managing social media platforms (including Twitter and Instagram) and working with social influencers
- Experience in using media monitoring and media databases
- Proven experience in managing client relationships

- Ability to develop and implement measurable and ambitious press campaigns, integrating digital and social media strategy
- Superb written and verbal communication skills with strong copywriting and editing skills
- Excellent organisation and time management, with the ability to work under pressure, meet deadlines and multitask within a busy environment
- Determined, 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

### Preferred

- An arts-related degree, BA or MA
  - IT skills to include Photoshop and Mac software
  - Experience planning and implementing digital marketing strategies encompassing the following key areas of expertise:
    - Paid Social
    - Display advertising
    - Paid Search
    - Search Engine Optimisation
  - Languages desirable
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### 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](mailto:chantal.lane@flint-culture.com).

Please state *Account Manager* in the subject line.

**The deadline** for applications is 10 am on Friday 24 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

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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 an interview. Flint Culture is committed to equality of opportunity for all staff. 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.