

## DIGITAL ACCOUNT MANAGER

### Terms and Conditions

**Start Date:** ASAP

**Contract:** Full-Time, Permanent

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

**Salary:** £35,000 – £38,000 per annum (dependent on experience)

**Probation:** 3 months

**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. 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 specialising 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're looking for a confident, creative, and digital-obsessed Digital Account Manager to sit on our London team and work across UK and international projects.

The role requires a team player who is highly organised, detail-oriented, motivated, has an excellent understanding of the digital sphere, and has a track record in establishing client relationships and delivering brilliant campaign results within the creative industries.

Our ideal candidate will have a genuine passion for arts and culture and a strong understanding of digital culture and social media planning.

The role is instrumental to the agency and sits at the centre of digital campaigns across the cultural and creative industries, including contemporary art, heritage, performing arts, literature, design and architecture and film. Current clients include the Royal Commission of AlUla, Artichoke, the Sheikh Zayed Book Award (Department of Culture and Tourism, Abu Dhabi), The Institute of Contemporary Arts (ICA) and Dubai Design Week.

### **Main Duties & Responsibilities**

- client management and liaison (you have a history of building great client relationships)
- management of the day-to-day digital client activities and delivery of work
- oversee social profiles, including writing content, preparing calendars of activity and implementation
- thorough understanding of how content can play out across multiple digital platforms (specifically Twitter, Instagram, Facebook, LinkedIn, Youtube and TikTok)
- good analytical skills (previous experience using social analytics tools and google analytics)
- experience setting up brand partnerships and collaborations
- experience working with influencers (influencer outreach and management)
- paid campaign social strategy (you have experience managing paid social media plans)
- new business support
- weekly/monthly reporting and analysis
- good website management skills (for flint and clients)
- social media and marketing consultancy (you keep on top of social trends, looking at platform updates and key trends relevant for your projects, clients and flint)
- digital strategy development and ensuring the wider agency are compiling to brand guidelines

### **Skills & Experience Required**

- Minimum 2 years experience in a digital role within the creative industries or relevant digital agency
- Delivering digital and social campaigns
- Experience in managing social media platforms (specifically Twitter, Instagram, Facebook, LinkedIn, Youtube and TikTok) and working with social influencers
- Strong communication and presentation skills
- Demonstrable experience in team leadership and account management
- Superb written and verbal communication skills with strong copywriting and editing skills

- Proven experience in managing client relationships
- Results driven
- 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

### Preferred

- An arts-related degree, BA or MA
  - Experience in using social listening tools
  - Content creation skills (to create videos/social media assets)
  - Experience with corporate communications
  - Interest in the Middle East
  - IT skills include Photoshop, Premier Pro and Mac software
  - Languages desirable – Intermediate/proficient Arabic language skills
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To apply for the role, please provide a CV and cover letter demonstrating how your skills and experience meet the role's requirements to [Chantal Lane at chantal.lane@flint-culture.com](mailto:Chantal Lane at chantal.lane@flint-culture.com) by **25 November 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.