

## ACCOUNT EXECUTIVE

FLINT

### Terms and Conditions

**Start Date:** Subject to availability

**Contract:** Permanent

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

**Salary:** £22,000 – £25,000 per annum (dependent on experience)

**Probation:** 3 months from the start date

**Location:** Currently working from the office, Monday – Wednesday and working from home, Thursday – Friday

**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

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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 seek 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 arts and culture sectors, including but not limited to commercial galleries, museums, art fairs, public institutions and contemporary art platforms.

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### **Main Duties & Responsibilities**

- Supporting the delivery of media and promotional campaigns across multiple client accounts
- Acting as a point of contact for clients and building client relationships in collaboration with your account team
- Creating and editing press releases, media lists and contributing to publicity strategies
- Pitching and responding to journalist requests and enquiries
- Monitoring media coverage and collating digital cuttings for client reports
- Supporting the management of social media channels for client accounts
- Assisting at client events, private views, photocalls, and press launches

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- Building and strengthening relationships with the UK and international media
- Supporting Account Executives, 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
- Languages desirable
- A network of journalist contacts in the arts and an understanding of the arts media

### **How to apply**

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@flint-culture.com).

Please state *Account Executive* in the subject line.

**The deadline** for applications is 10 am on Wednesday, 1 February 2023

**First interviews:** will take place on Thursday, 2 February & Friday, 3 February 2023, via video call.

**Second interview:** will take place during the w/c 12 February 2023 via video call.

**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.**