

Digital Account Executive

Terms and Conditions

Start Date: As soon as possible

Contract: Permanent

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

Salary: £27,000 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. We currently operate full-time remote working in our Dubai office with the aim to mirror the London arrangement by the end of the year.

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 or Dubai.

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 seek a creative and proactive Digital Account Executive to join our Digital 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 a genuine passion for arts and culture and a keen interest in following current social media trends and conversations in this sector.

The role is instrumental to the agency and sits at the centre of campaigns across cultural and creative industries, including contemporary art, heritage, performing arts, literature, design, architecture, and film. Current clients include Diriyah Art Futures, Manchester Museum, The Royal Commission AlUla, The Bodleian Libraries, Ithra, Qatar Foundation, The Auckland Project, Folio Society, and The Story Museum.

Key Responsibilities

- Support the planning and execution of campaigns across various digital channels, including Facebook, Instagram, Twitter, Google, Mail Chimp and other social media platforms.
- Produce engaging content pieces across various verticals, from ads to news pieces.
- Develop copy for internal and client digital content, including social media, newsletters and website content.
- Stay up-to-date with the latest digital marketing trends, industry best practices, and emerging technologies within the arts and culture sector.
- Monitor and support analysis of digital campaign performance and develop reports using data-driven insights to maximise effectiveness.
- Act as the point of contact for clients, providing regular updates, progress reports, and insights on digital marketing initiatives.
- Work with the production and communications teams to support producing engaging and relevant content, including graphics, videos, and articles, aligned with clients' artistic identities.
- Work closely with the internal social media team to develop content for Flint Culture's owned digital communications channels.
- Assist in new business development efforts by contributing proposals, presentations, and pitches as needed.
- Work with agencies, freelancers and key external stakeholders.

Skills & Experience Required

- Familiarity with social media channels on a professional level (Instagram, TikTok,

Facebook, Twitter (X), LinkedIn, Pinterest, Snapchat).

- Strong commercial awareness of the digital sphere and its social media trends
- A proactive approach to creative projects
- Self-starter with the ability to work autonomously as well as within a team
- Strong problem-solving abilities
- Excellent written and verbal communication skills
- Excellent organisation and time management, with the ability to work under pressure, meet deadlines and multitask within a busy environment
- Basic use of Photoshop and editing video software; Premiere Pro
- Flexible approach to work with the ability to attend evening and weekend events where necessary
- Passion for the arts and cultural industries

Preferred

- An arts-related, communications or marketing degree, BA or MA
- Agency experience is desirable but not essential
- Proficient in Arabic
- Previous content writing experience is highly desired.
- Experience supporting social media accounts
- Experience using social media scheduling, monitoring, and engagement tools, e.g., Hootsuite, Sked, Facebook Creator Studio
- Previous experience in Google Ads would be ideal
- Previous experience in setting up and managing Facebook & Instagram ads.

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.

Please state *Digital Account Executive* in the subject line.

The deadline for applications is 10 am on Friday, 29 September 2023

First interviews: will take place on Monday, 2 October 2023 – Monday, 9 October 2023 via video call or in person

Second interview: will take place in person during the w/c 9 and 16 October 2023.

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. 2