

## ACCOUNT EXECUTIVE

Flint Culture is an award-winning communications consultancy that specialises in the cultural and creative industries. We deliver campaigns worldwide through offices in the UK and Middle East, supported by an international network of regional 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. This role is instrumental to the Flint Culture and sits at the centre of campaigns across the arts, culture and heritage sectors, including but not limited to commercial galleries, museums, art and book fairs and public institutions.

### Main Duties & Responsibilities

- Supporting the delivery of media and communications 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 communications 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
- 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

- Previous experience in a communications role, either within an arts organisation or PR agency
- Experience in managing social media accounts, such as Twitter and Instagram and working with social influencers
- Excellent copywriting and verbal communication skills
- High quality research skills
- Brilliant 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
- A network of journalist contacts in the arts and an understanding of the arts media

## **Key information**

**Anticipated start:** As soon as possible

**Working Hours:** Full time (37.5 hours per week). As part of Flint Culture's commitment to work-life balance, we operate a flexi-time policy. Core time is between 10:30 and 16:30, whilst the rest of the working day is flexible

**Location:** 3:2 hybrid working environment. Monday-Wednesday (Office based in Farringdon, London). Thursdays and Fridays (the option to work from home).

**Holidays:** 25 days per annum. Flint Culture usually closes between Christmas and New Year and employees will receive an additional 3 days off.

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

### **Benefits (post probation):**

- ClassPass 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
- PRCA individual corporate membership
- Museums Association corporate membership