

## Job Description

**Role:** Senior Account Manager

**Department:** Account Management

**Reports into:** Head of Client Services

**Responsible for Managing:** Account Executive

**Salary:** Up to £40,000 depending on experience

## About Us

We provide world-class outcomes for the arts sector through combined creative design, marketing, digital, social media, content, press and communications. Established in 2016 we have grown rapidly and worked with an amazingly diverse set of accounts. Some of our key accounts include **Doctor Who: Time Fracture, Monopoly Lifesized, Amelie The Musical, Darkfield, Bring It On, Footloose and The Great Gatsby.**

## About The Role

As Senior Account Manager you will join our team of 4 reporting into the Head of Client Services. You will manage the day-to-day running of a number of key accounts. The ideal candidate will need to be able to build strong relationships with clients and act as a trusted partner to help achieve our strategic goals. The role may include some travel.

## Your Responsibilities

- Manage a number of assigned accounts with responsibility for a combination of musicals, plays and other events both in the West End, nationally and internationally. You will be the senior strategic point of contact for all your assigned accounts.
- Planning and campaign strategy for shows / events, working in collaboration with members of the relevant account teams and other departments in the company as well as with marketing teams in venues across the UK.
- Prepare and deliver commercial proposals to new and existing clients.
- Budget management and responsibility for assigned projects.
- Manage the creative brand development of events with the relevant design studios.
- Continual proactivity on campaigns, developing initiatives and ideas in collaboration with other members of the account team, to provide clients with exciting, innovative and results driven campaigns with exceptional levels of service.
- Maintain and develop the company's reputation for excellent client service and strategic and commercial strength.

## Your Skills / Qualifications

- Proven marketing or project management experience, including senior campaign planning, strategy and budgeting – ideally gained from a fast paced industry or agency environment
- Excellent project management, administrative and organisational skills
- Outstanding interpersonal and communication skills (verbal and written) together with excellent presentation skills
- A determined self-starter with a flexible working attitude and the ability to think on your feet and juggle conflicting priorities – a lateral thinker
- Strong numeracy skills

# we are i am

- Meticulous attention to detail and ability to show initiative, enthusiasm with a good sense of humour
- A team player with the ability to remain calm under pressure in a busy and dynamic environment always maintaining a highly professional level of service
- A detailed understanding of the theatre and live entertainment industry

## What Can We Offer You?

- 30 day holiday entitlement including bank holidays
- Cycle to work scheme
- Quarterly office massage
- Monthly gym membership
- Friday drinks
- Paid volunteer time (8 hours per month)
- Personal development fund
- Career development and training fund
- Complimentary theatre tickets

## Interested?

If you think you're the perfect candidate then please send your CV and a cover letter stating your salary expectations and why you are the right person to [patrick@weareiam.co.uk](mailto:patrick@weareiam.co.uk)