

## Job Description

**Role:** Account Executive

**Department:** Touring

**Reports into:** Head of Touring

**Responsible for Managing:** N/A

## About Us

At Dewynters we believe experience is everything. From those we share together at theatres and concerts, exhibitions or sports events, to those we enjoy at home or online, every experience matters. Established in 1872 and based in central London, we're a fully integrated advertising and marketing agency specialising in live events, entertainments and the arts. Key accounts include Mamma Mia!, The Book of Mormon, Rocky Horror Show, Cats, The Lion King, Chicago, Bat Out Of Hell, Waitress, Disney On Ice, The Bodyguard, Annie, and The King & I.

Our touring department's unrivalled experience and passion, together with our creative, strategic, digital and data-driven expertise, ensure we always deliver the very best campaigns for our clients.

## About the Role

As an Account Executive you'll be supporting the touring team, currently consisting of six people, and you will report into the Head of Touring. You'll be expected to initiate projects of your own and you'll have sole responsibility for a number of tasks. The account executive plays a vital role in the running of touring accounts and you'll be one of the main points of contacts with venues and clients. You'll work with the account managers on the day-to-day running of the account, liaising with the rest of the team throughout the company, and briefing and managing a high level of artwork through the studio. The role may include some travel but notice will be given if this is required.

## Your Responsibilities

- Oversee visuals/artwork from initial briefing stage to final deadline. This includes advertising (on and offline), printed materials, promotional artwork and logo supply.

- Work closely with the account manager on the respective account, dealing with enquiries from venues/clients and providing support on the management of the daily workload.
- Liaise with tour venues and co-ordinate the supply of their requirements, as well as discuss activity on a regular basis.
- Brief other areas of the company on the clients'/venues' requirements, including media schedules and print quotes.
- Manage the online filing system, and keep the archive of activity up to date.

### **Your skills/qualifications include:**

- Previous experience of working in an advertising, media or marketing agency and or marketing department with transferable skills.
- Meticulous attention to detail with the ability to show you're a creative thinker whilst showing initiative
- An understanding of the industry and a passion for theatre or live entertainment
- Ability to prioritise, multi-task, and perform effectively under pressure
- Excellent interpersonal, written and verbal communication skills and able to build strong relationships with clients, agencies and internal teams
- Flexible working attitude and strong team-working skills
- Computer skills with experience of MS Office (Word, Outlook, Excel in particular)
- Ability to travel at short notice
- A sense of humour is a must!

### **Interested?**

If you think this job is for you please send your updated CV and covering letter, stating your salary expectations and why you are the right person to: [recruitment@dewynters.com](mailto:recruitment@dewynters.com)