



Account Executive

We're Dewynters, the leading live entertainment advertising agency. Based in central London, we create ambitious campaigns that are seen across the world, spanning the fields of theatre, music, arena events, sport and exhibitions.

Clients include: The Lion King, Frozen, Marvel Universe Live, The Art of Banksy, Back to the Future: The Musical, Moulin Rouge: The Musical, The Book of Mormon, Taste London Festival and Winter Wonderland.

Your opportunity

We are seeking an Account Executive to join our passionate 15+ strong Account Management team.

The Account Executive focuses on the day-to-day delivery of client work and supports the Account Manager and Director in ensuring the agency is meeting the client's day-to-day needs. Account Executives will be expected to problem solve, manage internal and external communications, and ensure projects reach completion. Account Executives lead on account administration, creative briefing, trafficking and supply.

You will report to the Head of Account Management & New Business.

Your responsibilities include:

- Establish and develop excellent relationships with clients and internal stakeholders
- Working closely with the Account Managers and Directors to anticipate and deal with client needs
- Provide support for the management of the daily workload
- Briefing and managing a high volume of artwork
- Website briefing, trafficking and updates
- Production briefing, trafficking and supply
- Sole ownership for work-in-progress documents, highlighting any deadline issues
- Ensure brand consistency across all deliverables
- Maintaining accurate meeting minutes including decisions and action points. Circulated to wider agency account team.
- Managing the internal filing system, and ensuring the artwork archive is up to date
- Creation, editing and circulation of presentations
- Meeting agendas, meeting materials, meeting room set up, conference call set up, catering, technology, transport, and personnel required
- Diary management

You'll be successful in this role if you:

- Are a team player and love to jump in to tasks with passion and enthusiasm
- Are calm, methodical and enjoy working on multiple projects at one time
- Demonstrate high levels of initiative
- Have meticulous attention to detail
- Have the ability to think on your feet and juggle conflicting priorities
- Have excellent interpersonal, written and verbal communication skills
- Have outstanding organisational, typing and computer skills (extensive experience of Microsoft Office required)