

BOMPAS & PARR

Job title: PR Manager

Contract type: Permanent, full-time contract

Location: Bermondsey studio

Reports to: Content and Audience Director

Salary: Based on experience



Fruit Weather. Photo credit: Bompas & Parr

Bompas & Parr is a creative, dynamic and fast-moving environment to work in. Our work ranges from creating indoor rainbows to month-long immersive cocktail experiences to publishing books on mixology. We're a fun, close-knit organization who love what we do and do what we love.

We're looking for a highly ambitious candidate to take on a split role between account management and PR responsibilities. In order to be eligible, the candidate must have at 3 - 4 years' experience in PR and account handling – either at a creative agency or PR company. Candidates with food and drink marketing and brand strategy experience will be advantageous.

Objectives

- Provide a proactive press office function
- Successfully manage a diverse range of accounts and projects for commercial brands, and Bompas & Parr self-initiated projects
- Drive projects from start to finish and ensure seamless delivery on time and on budget

- Manage project finances from budgeting, tracking, reporting and reconciliation
- Contribute in the development of proposals and new business pitching
- Conduct media and influencer relations, from media strategy to execution and delivery across multimedia landscapes
- Amplify content across traditional and social platforms to increase audience numbers

PR

- Work with the Content and Audience Director to co-ordinate and assist with developing content and influencer marketing campaigns to increase audience numbers, awareness and participation
- Co-ordinate Bompas & Parr's PR communications and programming
- Assist with managing external media enquiries
- Assist with writing media strategies, releases and other press materials

Client management and relationships

- Act as the primary contact for all day-to-day aspects of the project
- Build strong and long-term relationships with key client accounts
- Ability to problem solve and soar above clients' expectations

Project management

- Day-to-day management of a myriad of client accounts and projects, handling and monitoring jobs and budgets
- Manage all client requests and work seamlessly with the Content and Audience Director to implement efficient team output
- Completion of all project and internal administration, including: preparing internal briefing documents, project schedules, resource planning, coordinating client feedback amends, proof-reading and status reports
- Completion of all financial aspects of project management including: creating budgets and estimates - fees and production costs, sub-contractor negotiation, monitoring head hours, monitoring margins, tracking expenses, raising PO's and invoices and reporting project financial success
- Coordinate client meetings; create meeting agendas, take meticulous notes and write succinct contact reports

Production

- Manage and contract third-party contractors and suppliers and ensure we receive the best price and service available
- Live events pre-production and operations management as required
- Manage all technical production requirements if needed

Essential experience

- At least three years' experience in PR
- Experience in building influencer marketing campaigns

- Outstanding client facing and negotiation skills
- Some experience in brand strategy
- Expert oral and written communications
- Experience of working in a creative/design led environment
- High level of self-motivation, discretion, diligence and attention to detail
- Highly organised and be able to work autonomously with exceptional administrative skills
- Flexibility and the ability to adapt to changing circumstances

Desirable experience

- Proven media connections
- A working knowledge of the drinks industry
- Live event experience
- Some editorial experience, but not essential

Please note, due to the nature of the role you will be expected to work occasional evenings and weekends. There may also be the requirement to travel internationally.

How to apply

If you are interested in applying for this position, please email work@bompasandparr.com with 'PR Manager' in the subject heading. Please include the following in your application:

- A copy of your current CV
- A cover letter detailing why you feel you are a suitable candidate for this post and what attracts you to Bompas & Parr.
- Some examples of your writing