

BOMPAS & PARR

Job title: Account and PR Manager
Contract type: Permanent, full-time contract
Location: Bermondsey studio
Salary: Based on experience



Fruit Weather. Photo credit: Bompas & Parr

Bompas & Parr, Architects of Taste, Feeding Minds & Stomachs.

Bompas & Parr is a creative studio, made up of architects, chefs, designers, marketers, strategists and technologists. Through respected consultancy, delivering Location Based Experiences (LBEs) and writing publications, the studio challenges the world around us with radical creativity and a thirst for provoking innovation. The studio works with cultural institutions, attractions, Governments and placemaking developers to deliver this work.

This role will allow a highly ambitious candidate to hone their account management and PR skills within a hugely creative and dynamic environment. You will work closely with our clients to understand their business and objectives and offer creative and strategic input to propose the right solutions, and then work with the internal teams to deliver campaigns on timescale and to budget.

We're a fast-paced, creative company who love what we do and do what we love – and we're keen to work with someone who shares our outlook.

Bompas & Parr is an equal opportunity employer, committed to creating a diverse and inclusive environment, where all applicants will receive equal consideration regardless of race, ethnicity, religion, gender, sexual orientation, age or disabilities.

ACCOUNT MANAGEMENT RESPONSIBILITIES

- To successfully manage a diverse range of accounts for commercial projects, brands, and Bompas & Parr self-initiated projects
- Drive projects from start to finish and ensure seamless delivery on time and on budget, live events pre-production and operations management as required
- Build and maintain strategic relationships with clients and stakeholders at all levels
- Manage project finances from budgeting, tracking, reporting and reconciliation
- Work-flow management, liaising with internal and external teams where required

PR

- Work with the wider studio to co-ordinate and assist with developing content and influence 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
- Lead the studios social platforms

ESSENTIAL EXPERIENCE

- Demonstrable experience of delivering as an Account Manager in an agency environment
- Experience in building influence marketing campaigns
- Management of integrated campaigns; creative, branding, content, digital PR and social
- Client facing and negotiation skills
- Excellent communication skills both written and verbal
- Proficient in Microsoft Office and Google apps and Keynote

DESIRABLE EXPERIENCE

- Proven media connections
- A working knowledge of the drinks industry
- Live event experience
- Some editorial experience, but not essential
- Experience of working in a creative/design lead environment
- Some experience in brand strategy

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 'Account and 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. Please note, applications not submitted with a covering letter will be rejected.

SUMMARY OF TERMS AND CONDITIONS

- Salary based on experience, paid monthly in arrears

- The contract is a permanent full-time position subject to successful completion of a three-month probationary period
- Annual leave of 22.5 days excluding bank holidays (3.5 days required to be taken Christmas and New Year)
- The post is based in Bompas & Parr's studio in Bermondsey, SE1

STAFF BENEFITS

- Profit sharing bonus scheme
- Competitive workplace pension
- Company holiday property
- Team culture outings
- Summer and Christmas studio party
- 1 wellness day per year
- Increased annual leave after one years of service
- One month paid sabbatical for five years of service

Bompas & Parr is an equal opportunities employer.