



Job description.

Account Executive & Senior Account Executive Television Publicity

Our company

At Organic, film and television is what we love. We hire people who are passionate and have energy and enthusiasm for the industry we work in.

We're a communications agency specialising in PR for the entertainment industry. We surround our clients' content with small teams of experts who collaborate to be productive, responsive and accommodating. We build exciting campaigns around content of all kinds targeting audiences that will love them. We've been around for 20 years so we have strong roots in our industry, but we approach all our work with a fresh, innovative and forward-thinking approach that enables creativity to thrive. We believe that in order to be successful partners for our clients, we need to be **experts** in what we do; be **creative** in the way that we think; and be **nice** to work with on every campaign.

Our values are built around **Togetherness, Respect, Generosity, Curiosity, Supportiveness** and **Passion**. We subscribe to the concept of **All In**. All In is our commitment to building a truly inclusive culture full of diverse people, thought and perspective. We oppose all prejudice and discrimination and are active in our pursuits of creating a culture that is representative of the different communities and intersections within Organic, Havas and the wider industry, community and society.

The location

You will be based in our Kings Cross office where we operate a hybrid working policy which consists of a minimum of 3 days in the office, 2 of which will align with your department, the other a day that suits you. If the role is part time this usually constitutes 2 days in office based on a 4 day week.

The role

You'll report to **Account Manager, Television Publicity**

You will have a minimum of **6-12 months' experience in UK publicity for Account Executive / approx. 2 years' experience in UK publicity for Senior Account Executive**

The role of the **Account Executive** underpins the work of the entire team. This role supports across a number of account teams on a range of PR campaigns often simultaneously. A passion for television and film is essential and excellent organisation and good communication is key. You will be working on several projects concurrently and will need to be good at multitasking. You'll need to have strong attention to detail, a can-do attitude and an enthusiasm for forming and developing good working relationships both internally and externally - with clients, press and industry contacts.

Your goal

Be valued as a trusted and reliable support for the team



Your generalism

The **Account Executive** needs to bring a core set of skills to the table.

1. **Be organised** – you'll be handling multiple tasks so you need to be an organisation enthusiast!
2. **Be proactive** – seek out opportunities to add value to the running of the team
3. **Be communicative** – ask questions, make sure you are always in touch with your colleagues
4. **Attention to detail** – check everything, then check it again. Even if you didn't do it.
5. **Be a team player** – we work in teams almost all of the time so you need to be dependable.
6. **Bring the energy** – and be prepared to keep a cool head when working under pressure.
7. **Be a fast learner** – you'll need to be able to take in a lot of information and learn on the job.
8. **Ability to be flexible** - Willing and able to work on projects outside of your comfort zone

Your specialism

You'll need to have the skills to be able to excel in these areas of general press office management:

1. **Searching for coverage** daily in newspapers, magazines and online - scanning, screen-grabbing, saving and sending coverage promptly to wider team
2. **Compiling reports** and coverage books for the team and clients, often to a tight deadline
3. **Coordinating screenings** - booking screening rooms, collating RSVPs, covering screenings, gathering press reactions.
4. **Writing and sending out press releases** and asset launches to the Organic database
5. **Compiling press lists** on Gorkana (training to be provided)
6. **Distributing screener links** to media
7. **Compiling and distributing newsletters** and monthly media bulletins
8. **Prepping materials** for press junkets and premieres (e.g. press confirmations & accreditations) under guidance of senior team
9. **Coordinating logistics** for press junkets e.g. booking cars, groomers, hotels etc
1. **Assisting in the press office** at junkets and at Senior Account Executive level, **run low/mid-level press office** at junkets and assist wider team running higher profile junket
10. **Accrediting press** for premiere events
11. **Seek out opportunities to build good relationships** with media and social media influencers across all sectors of television, arts, entertainment, news, lifestyle and culture
12. **Asset management** (stills, video clips, trailers, artwork etc) and pitching assets to press under the guidance of senior team members at Senior Account Executive level
13. **Coordinating mailouts** (Screeners, competition prizes, influencer drops etc) and at Senior Account Executive level, manage executive of Press Drops & Mailouts (Screeners, competition prizes, influencer drops etc) with guidance of Account Managers
14. **Writing and pitching features** to pitch to press under guidance of senior team members, and at Senior Account Executive level, additionally pitch out Talent
15. **Contribute to campaign strategy creation** and supporting the senior team where across the rollout of the strategy, with occasional opportunity at Senior Account Executive level to take lead on certain elements/portions of campaigns.
16. **Contribute to pitches**, taking part in brainstorming, assisting in deck creation, and being involved in ideation and strategy consideration where appropriate
17. **Talent handle** at Senior Account Executive Level low/mid-level talent at events, premieres, set visits and Junkets
18. **Booking cars / courier bikes** for project teams as required
19. **Booking meeting rooms** and virtual meetings for senior team
20. **Maintenance of mailing lists** and other media databases
21. **Office management** e.g. stationary orders, renewing subscriptions etc



22. **Applying for Festival accreditation**, booking travel (cars, flights & accommodation) & restaurants
 23. **Occasionally work at out of hours events** eg weekends screenings, evening premieres, TV festivals
 24. **Feed into agency Goal setting with proactive initiatives and positive ideas** around the key pillars of People, Work, Clients, Reputation and Growth.
 25. **Be passionate** – show a keen interest and knowledge of entertainment content, particularly film and television.
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Our shared values

Togetherness

We get stuck in together to get results. We support each other with expertise, humanity and compassion. Across teams and the agency, we share, learn and enjoy what we do - fuelling creativity and collaboration.

Respect

We respect people and perspectives. Everyone brings something unique, adds value and deserves to be heard. We treat colleagues and clients with inclusivity, empathy and kindness.

Generosity

We're generous with our time, knowledge and experience. We share openly - with each other, with clients and across our wider network. We strive to be collaborative, giving and team-focused.

Supportive

We show up for one another. If someone needs help and we can offer it, we do. We take ownership and champion great work - celebrating good behaviours and strong results with compassion and humanity.

Curiosity

We're genuinely interested in each other and in how we grow. We stay curious about change and seek better outcomes for ourselves and our clients. We embrace opportunities, learn from every experience and challenge the status quo.

Passionate

We love what we do. We thrive in a community that lives and breathes film and TV. Our passion drives creativity, shows in our work and fuels our excitement for the campaigns and projects we deliver.

*Job descriptions are reviewed annually as part of performance reviews to ensure they remain relevant – **January 2026***

Date posted:	10 March 2026
Application closing date:	20 March, 6pm, 2026
Interviews:	Initial interviews to be held w/c 23 March. Second interviews TBC
Location:	HVL, 3 St Pancras Square, London, N1C 4AG
Salary:	£29,500-32,500 depending on experience



Please note that if applying for this role you must already have the Right to Work in the UK.