



Job description.

Account Manager / Senior Account Manager

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 **Associate Director**.

You will have a minimum of **4 years' experience in UK publicity for Account Manager / 6 years' experience in UK publicity for Senior Account Manager**.

The Account Manager is the backbone of any team. This role is trusted to lead clients through day to day campaigns. You'll be called on to lead smaller projects and support the broader team on more complex projects and occasionally outside of the UK Television team (e.g. on Film and streaming). Communication is key. You'll need to manage up effectively, so everyone understands the progress you're making but also train and nurture those less experienced. You will have television PR experience, and/or have worked with production companies, broadcasters or streamers either in house or at an agency.

Your goal

To ensure our clients are serviced to the highest standard and to be instrumental in developing team members who report to you and work with you on project teams. To be putting forward ideas and initiatives to improve the workings of the team, the culture of the agency and the growth of the business.

Your generalism

Every **Account Manager / Senior Account Manager** needs to bring a core set of skills to the table.

1. **Be proactive** – develop and implement processes that improve the day-to-day running of the team and/or a particular project – being proactive and creative in your approach
2. **Add value** – get out of your comfort zone, pitch your ideas and contribute thinking.
3. **Attention to detail** – check everything, then check it again. Even if you didn't do it.
4. **Bring the energy** – and be prepared to keep a cool head when working under pressure.
5. **Be organised** – you'll be handling a high volume of workload with a significant level of accountability, so you need to be an excellent juggler and able to identify priorities in a high-pressured environment.
6. **Be a team player** – we work in teams almost all of the time so you need to be dependable.
7. **Be strategic** – it's not about blanket coverage; it's targeting the right audience, the right way
8. **Be open** – to new ideas and new ways of thinking – proactive and creative in your approach
9. **Be a negotiator** – Be confident with pitching and executing delivery of coverage with media and social media influencers.
10. **Be a delegator** – ability to delegate to the AEs/SAEs and drive the day to day efficiency
11. **Be a networker** – make time for clients, attend events/functions to get to know your industry peers.
12. **Ability to be flexible** - Willing and able to work on projects outside of your comfort zone

Your specialism

As part of the **UK Television Team**, you'll need to become an expert in these areas.

1. **Maintaining and developing exceptional relationships** with media and social media influencers across all sectors of TV, arts, entertainment, news, lifestyle and culture
2. **Building strong relationships** with clients and stakeholders across the TV and streaming.
3. **Supporting your team** on the various TV project and retainer accounts
4. **Leading meetings** with clients and proactively set up agendas, both internally and externally.
5. **Coaching and mentoring of junior staff** to help manage their time and focus.
6. **Identify target press and influencers for pitching** according to demographics, circulation and followers, subsequently pitch out feature ideas and talent.
7. **Writing and sending press releases** and screening invitations.
8. **Running a press office** and planning all aspects of a press junket, including multi-talent schedules and logistics including cars, hotels and groomers.
9. **Collation, reporting and analysis** of coverage and campaign status and effectiveness.
10. **Developing proposals and strategies** for your projects or pitches and presenting ideas to clients.
11. **Placing exclusives and syndicating assets**, proactively following up to secure coverage
12. **Management and booking** of screening rooms, spaces and logistics for events and activations.
13. **Attending events, junkets, screenings and activations** and managing confirmations, press hospitality/check-in/ accreditation.
14. **Media management of premieres** writing media alert, managing accreditation, running press line, syndicating materials and post event sell-in/press release.
15. **Develop, maintain and expand unit publicity expertise in the team** from press set visits to management and oversight of key deliverable assets – including but not limited to unit stills,



EPK, key art and social media assets, working closely with producers and broadcasters/streamers.

16. **Line management of AE/SAEs** to include regular check ins, bi-annual appraisals, goal setting and holiday approvals.
 17. **Support on internal finance processes where required**; including campaign budgets, chasing of POs and invoices
 18. **Be involved in the interview process of potential candidates, as guided by the senior team**, for new hires within your department
 19. **Contribute** to ideas/brainstorms/pitches outside of projects you are directly working on, in order to offer valuable, experienced insight to the wider agency
 20. **Occasionally work outside of standard working hours** at screenings, set visits, read throughs, premieres, junkets and international TV festivals.
 21. **Feed into agency Goal setting with proactive initiatives and positive ideas** around the key pillars of People, Work, Clients, Reputation and Growth.
 22. **Share your knowledge, learnings and experience** with the broader team and contribute to the training and development of your less experienced colleagues.
 23. **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: 16 April 2026

Application closing date: 1 May, 6pm, 2026

Interviews: Initial interviews to be held w/c 4 May. Second interviews TBC

Location: HVL, 3 St Pancras Square, London, N1C 4AG

Salary: £40-£45k per annum, depending on experience.

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