

Job Description

Account Executive

Overview

Department:	Global Team (US)
Salary:	\$60,000.00 non-exempt, overtime eligible
Experience:	An entry level role working in international and domestic Film and/or Series publicity
Hybrid working :	Minimum 2 days in office
Location:	West Sunset Boulevard, Los Angeles
Reporting to:	Senior Account Director

The Role

The role of the **Account Executive** underpins the work of the entire team. This role supports several simultaneous campaigns and client needs, with increasing ownership of administrative, logistical, and project coordination responsibilities as experience and campaign knowledge develop. A passion for film and television is essential and excellent organization and good communication is key. You will be working on several projects concurrently and will need to be good at multitasking and prioritizing. 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.

The role also includes a generous benefits package featuring employer-paid health insurance premiums, unlimited PTO (in addition to national holidays, four wellness days per year, and your birthday off), a 401(k), and a hybrid work schedule with two days in office.

Client & Media Relations

- **Client relationship support:** Assisting in maintaining strong client relationships by consistently delivering high-quality work and demonstrating a proactive attitude
- **Client assistance:** Support senior team in client meetings, setting up agendas & meeting links, taking notes and circulating as required
- **Media relationships:** with guidance, seek out opportunities to identify, familiarize and build good relationships with international media across all sectors of film, arts, entertainment, news, lifestyle and culture.

Skills & Experience

- **Campaign knowledge:** proactively demonstrate a strong drive to learn and understand the full scope of international PR campaigns, diligently supporting the senior team throughout all stages and components of various campaigns
- **Client management:** support team on basic client comms and meetings when appropriate and as directed
- **Proposal & Strategy support:** Support the team in the creation of proposals and strategies for projects or pitches e.g. assisting with research and presentation deck prep
- **Logistics co-ordination:** supporting Managers/Directors in logistics prep e.g. booking cars, groomers, hotels etc.
- **Press office management:** Prepping materials for press junkets and premieres including nominations grids, schedules etc; supporting on press-check in
- **Collation and reporting** of weekly client status reports and coverage wrap reports as needed
- **Press office activity:** management and distribution of press releases, press packs, stills , and any relevant internal doc prep as required
- **Screening co-ordination:** coordinating screenings - booking screening rooms, collating RSVPs, covering screenings, gathering press reactions
- **Distribution of screener links** to media or collating lists of media who require screening links; compiling and updating press lists when necessary
- **Market liaison:** providing relevant and approved assets to media / local markets as required (stills, video clips, trailers, artwork etc).
- **Admin coordination:** booking of cars / couriers / office stationery as required
- **Festival support:** apply for Festival accreditation, booking travel (cars, flights & accommodation) & restaurants

Commercials & Business Development

- **Commercial awareness:** Learn about the agency's business model, client goals, and the value PR delivers to clients
- **Support on internal finance processes as required:** support team on campaign budgets, chasing of POs and invoices

Cross Agency & Group Contribution

- **Contribute to ideas/brainstorms/pitches** outside of projects you are directly working on, in order to offer valuable, experienced insight to the wider agency
- **When workload permits,** volunteer for events outside your department to gain exposure to broader agency work and strengthen collaborative skills
- **Participate in talks and workshops** for educational institutions and Internal access initiatives like Platform, Doorway and Origins to promote career opportunities to groups that are underrepresented in the film and TV industry.
- **Support the team** in showcasing your departments work in Company Meeting Spotlight sessions.

People & Culture

- **Community at Organic:** contribute to and participate in any internal events, EEG and People schemes, internal Network activations and team celebrations
- **Identify and proactively** put yourself forward for any internal mentorship and networking opportunities at Organic and the wider Havas Network, and within the industry

Personable Attributes

- **Be organized** – you'll be handling multiple tasks so you need to be an organization enthusiast!
- **Be proactive** – seek out opportunities to add value to the running of the team
- **Be communicative** – ask questions, make sure you are always in touch with your colleagues
- **Attention to detail** – check everything, then check it again. Even if you didn't do it.
- **Be a team player** – we work in teams almost all of the time so you need to be dependable.
- **Bring the energy** – and be prepared to keep a cool head when working under pressure.
- **Be a fast learner** – you'll need to be able to take in a lot of information and learn on the job.
- **Ability to be flexible** - Willing and able to work on projects outside of your comfort zone
- **Occasionally work outside of standard working hours** at screenings, set visits, premieres, junkets and international TV or film festivals

About our agency

WE'RE ORGANIC. The Global Communications Agency for Entertainment.

WE'RE EXPERTS. We know our stuff. We're entertainment communications specialists with energy and passion for the industry we work in. To deliver bespoke campaigns, we surround our clients and their content with the experts they need. We've been around for two decades so we have strong roots in our industry but are constantly adapting to change. We've won a few awards too!

WE'RE CREATIVE. From our offices in London, LA and Sydney we create innovative, impactful and memorable moments. We're full of fresh, imaginative ideas that bring campaigns to life. Our experiences tell us what works, but we're open minded enough to try something new – we know one size doesn't fit all.

WE'RE NICE 😊 It's not just the campaign results that keep our clients coming back to us time and time again. It's also because they like working with us and the collaborative approach at the heart of our success. We're committed to building a truly inclusive culture full of diverse people, thought and perspective – plus we're kinda fun to be around.

To apply for this role, please send your cover letter and resume to careers@organic-publicity.com

Find out more about us here: organic-publicity.com