



Vacancy Brief - Commercial Director

About Bubble Agency

Bubble Agency is at the heart of the fast-paced and innovative media and entertainment industry. We are the leading global full-service boutique agency, providing PR, marketing and events expertise to the film, broadcast, media technology, sports and AV industries.

In our 22-year history, we have launched some of the most exciting technological innovations that shape the way we consume media today and our clients are behind some of the most popular content on screen. None of our achievements would have been possible without our amazingly talented team.

And this is your opportunity to join Team Bubble! You will be part of an inspiring team that rewards talent and creativity and develops potential. We are proud to have been a finalist for the 2022 PRCA Dare Awards' Team Culture and Community Award and continue to place our team and their well-being at the heart of everything we do.

This new role reports directly to CEO Sadie Groom, and is a key part of Bubble Agency's ongoing growth. The Commercial Director will manage the Business Development Manager, attend new business meetings, prepare and amend proposals to completion and oversee the marketing of the business.

With a can-do attitude and impeccable written and verbal communication skills to match, this individual must be able to take ideas and transform them into faultless proposals and pitches. This person will be adept at self management, a goal achiever who excels at organising and planning, and be able to present the Bubble story and benefits to a wide group of people.

You will be part of a fast-paced agency with high-growth plans. Because of this, the right candidate will have the opportunity to join the Senior Management Team, as well as being part of the annual company bonus scheme.

To apply for the role, please send your CV and a covering note or video - on why you would like to be a Bubble and why you are suited to this role - to Sadie Groom at sadie@bubbleagency.com, with the subject line of Commercial Director.

Secrets of our success

- We are passionate about the industries we work in
- We are experts who are great at what we do
- We are really nice people to work with

Job Title	Commercial Director
Job Description	<ul style="list-style-type: none">● Work with Bubble's Business Development Manager to identify target companies/lists/channels to approach potential clients

HEADQUARTERS



	<ul style="list-style-type: none">● Manage the Business Development Manager's activities, targets and timelines● Deal with incoming leads to the business – from organisation of meetings, proposal writing, through to completion and handover to Account Team● Lead/attend new business meetings when the CEO is not available/applicable● Work with the Bubble team to upsell client services, attend calls and write proposals where required● Work with Bubble's in-house Marketing team on activities needed to achieve the business goals● Create and write proposals, ensuring documentation is clear, concise and crucially compelling● Project manage the pitch process, create all pitch materials, and manage the pitch team. Ensure all timelines are met, the proposal/pitch is submitted, the bid is complete and as accurate as possible, whilst also best reflecting Bubble's services and abilities● Manage lead-generation strategies including databases● Develop new business strands for Bubble alongside the SMT <p>Role responsibilities</p> <ul style="list-style-type: none">● Update the sales tracker system● Organise and lead the weekly sales meeting● Maintain and update new business databases● Regularly read target media including newspapers, magazines, online sites and blogs for possible opportunities● Organise, lead and/or attend new business meetings <p>Company responsibilities</p> <ul style="list-style-type: none">● Attend various industry events and networking events● Ad-hoc administration duties● Contribute to Bubble Agency's social media and online presence● Fully participate in company brainstorms and ideas creation● Establish professional relationships with colleagues in other offices
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HEADQUARTERS



<p>The Person</p>	<p>The ideal candidate for this role will have the following qualities:</p> <ul style="list-style-type: none"> ● Excellent communicator/networker ● Able to work autonomously ● Focused and able to follow through on projects ● High attention to detail with excellent editing and proofing skills ● Excellent literacy skills with an extensive vocabulary ● Deadline driven with effective time management skills ● Thrives in a busy environment ● Ability to multitask and prioritise workload ● Experience in the media and entertainment sector would be an advantage ● Proven experience in a business or sales or PR environment ● Can demonstrate effective bid writing skills ● Be the 'glue' of the sales function <p>This role could be part time or full time. As a part-time role this would need to be three days minimum per week.</p>
<p>Reporting to</p>	<p>CEO</p>
<p>Salary band / benefits at this level</p>	<p>The Commercial Director will be offered a fantastic package including:</p> <ul style="list-style-type: none"> ● Competitive salary (£50-55k) ● Annual performance-based bonus ● 21 days' holiday, plus Christmas period closure break (25 days annually in total) ● Additional holiday days awarded for long service ● Flexible working patterns/hours ● 3pm Friday finish for eight weeks during the summer months ● Enhanced maternity package (six months full pay) ● Enhanced paternity package (three weeks full pay) ● Company pension ● Private healthcare ● Annual bucket list scheme ● Training and development programme ● Private healthcare
<p>Proposed start date</p>	<p>ASAP</p>

HEADQUARTERS



<p>Recruitment process e.g. number of interviews, tests set/briefs etc.</p>	<p><i>Once a CV has been accepted the candidate will go through the following process:</i></p> <p>Stage 1 – Phone interview with HR Manager. Please allow 30 minutes. If successful, the candidate will move on to stage 2.</p> <p>Stage 2 – Chemistry interview with CEO and Business Development Manager. Please allow a minimum of 30 minutes</p> <p>Stage 3 – Proposal writing task and presentation Please allow up to 30 minutes to present the proposal via a video call</p> <p>Stage 4 – Final interview with SMT</p>
<p>Additional info</p>	<p>More information about our clients and the way we work can be found at our website www.bubbleagency.com</p> <p>We would consider this role being part-time and based anywhere for the right candidate.</p>

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