



PR, MARKETING & EVENTS

Junior Digital Executive Vacancy Brief - UK Office

About Bubble Agency

We are a no-nonsense boutique full-service PR, marketing and events agency with expertise in the broadcast, media technology, sports and AV industries.

Founded by Sadie Groom and independently owned, we are 22 years young with combined industry expertise of over 100 years. We are headquartered in Holborn, London, with an office in Los Angeles and team members in New York, Portland, and Dubai.

At Bubble Agency, we believe in doing things a bit differently. We love our clients, big ideas, and working in a creative team. As a full-service agency, we are true partners of our trusted clients and this is your opportunity to get under the skin of the industry and really get involved. The right candidate will share our values, enjoy attending trade shows and being part of a sociable team, be passionate about social media, technology and brands. With experience of having run social media campaigns, this individual must be passionate with a can-do attitude and impeccable written and verbal communication skills to match.

Our values

- Teamwork
- Proactiveness
- Transparency
- Creativity

Secrets of our success

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

You'll be part of a fast-paced agency with high-growth plans. Because of this, the right candidate will have the opportunity for quick career progression, supported by a growing management team.

To apply for the role, please send your CV and a 100-word covering letter or video on why you'd like to be a Bubble to Emma Pritchard on careers@bubbleagency.com

Job title	Junior Digital Executive
Candidate specifics (e.g. experience, credentials, management skills etc.)	Candidate must: <ul style="list-style-type: none">• Have social media experience, either agency-side or in-house• Be able to use tools similar to Hootsuite, Lintree, Canva and CapCut (to create reels) though training will be provided

HEADQUARTERS

e: hello@bubbleagency.com | w: bubbleagency.com
a: Aviation House, 125 Kingsway, London, WC2B 6NH



	<ul style="list-style-type: none"> • Have a marketing or media related degree (or be suitably qualified through experience) • Have excellent communication skills and are creative with the ability to create great original content • Have experience executing and coordinating digital and social media campaigns • The ability to forge new client relationships and to nurture existing ones • Be an excellent timekeeper with great client management skills
<p>Job description</p>	<p>Key responsibilities</p> <ul style="list-style-type: none"> • Run social media channels independently (e.g. LinkedIn, Twitter, Instagram, Facebook and YouTube) and report plans and results to clients. This includes: <ul style="list-style-type: none"> ○ Write social media content weekly ○ Create graphics on Canva ○ Create reels using mobile apps ○ Post content to clients social media pages ○ Writing social media plans • Bring fresh ideas to clients to deliver effective social media campaigns • Create social media templates (on Canva or Viddyoze) • Help track social media performance and return on investment • Help create monthly reports • Monitor and report on competitor activity <p>Company responsibilities</p> <ul style="list-style-type: none"> • Attend industry events and networking events • Contribute to Bubble Agency's social media and online presence • Organise company brainstorms and ideas creation • Establish professional relationships with colleagues in other offices • Presenting to colleagues on a regular basis to share knowledge and experiences • Inputting accurately into Bubble's time management system
<p>Reporting to</p>	<p>Marketing Director</p>
<p>Salary band / benefits at this level</p>	<p>The Junior Digital Executive will be offered a fantastic package including:</p> <ul style="list-style-type: none"> • 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 8-weeks during the summer months

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	<ul style="list-style-type: none">● 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
Proposed start date	ASAP
Recruitment process e.g. number of interviews, tests set/briefs etc.	<p><i>Once a CV has been accepted the candidate will go through the following process</i></p> <p>Stage 1 – Video phone interview with HR Manger. Please allow 30 minutes Stage 2 – Written test to a brief provided Stage 3 – Final round video interview with Marketing Director. and Associate Director and Please allow 30-45 minutes</p>
Additional info	More information about our clients and the way we work can be found at our website www.bubbleagency

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