



PR, MARKETING & EVENTS

Account Director Vacancy Brief - LA Office

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 a 2022 Team Culture and Community Award and continue to place our team and their wellbeing at the heart of everything we do.

The right candidate will share our company values, be passionate about communications, media and technology, and enjoy being part of a sociable team and attending international trade shows. We are headquartered in Holborn, London, with an office in Los Angeles and team members in New York, Portland, and Dubai.

Our values

- Teamwork
- Ambition
- Consideration
- Transparency

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

If you like the sound of us, we would like to hear from you. To apply for the role, please send your CV and a 100-word cover letter or video on why you'd like to be a Bubble to Emma Pritchard at careers@bubbleagency.com.

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



Job title	Account Director
Location	Los Angeles
Job Description	<p>Account Directors are the face of Bubble Agency, delivering consistent creativity and considered counsel to our clients.</p> <p>They are responsible for developing and delivering a PR strategy that meets and exceeds our clients' business goals. They are 100% accountable for the successful delivery of our clients' PR/marketing programs.</p> <p>They are the bastions of quality control, ensure plans are agreed three months in advance, and lead account teams to meet and exceed client expectations.</p> <p>They are accountable for individual account capacity planning, monitoring service levels, and ensuring client KPIs are met.</p> <p>Growing accounts by selling additional projects and services is a given, as well as ensuring they are leading and motivating a proactive team to achieve top-notch coverage for clients by maintaining excellent media relationships.</p> <p>Involvement in new business is a weekly activity. Contributing high-level ideas to pitches and excellent presentation skills are expected as part of the pitch team.</p> <p>The ability to develop the skills of our team members is a must, as well as motivating and inspiring them to deliver exceptional work for clients.</p>
Reporting to	Head of Americas
Salary band / benefits at this level	<p>The Account Director will be offered a fantastic package including:</p> <ul style="list-style-type: none"> ● Competitive basic salary ● 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 ● Healthcare ● Annual bucket list scheme ● Training and development program ● Laptop ● Cell phone for business use
Proposed start date	ASAP
Recruitment process	<i>Once a CV has been accepted the candidate will go through the following process</i>

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<p>e.g. number of interviews, tests set/briefs etc.</p>	<p>Stage 1 – Writing and grammar test (to be completed in advance) and a video interview. Please allow 30 minutes for the video interview Stage 2 – Video interview with Head of Americas. Please allow 1 hour Stage 3 – Final round video interview with CEO and Associate Director. They will receive a brief and be asked to present a short plan. Please allow 1 hour</p>
<p>Candidate specifics (e.g. experience, credentials, management skills etc.)</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> ● Have experience of being an Account Director at an agency for a minimum of one year ● Be an inspiring leader and experienced in managing and developing multiple direct reports ● A proven track record of growing accounts and bringing new business ● A strong industry network and contacts with senior journalists ● A proven track record of successfully implementing PR campaigns for a range of clients ● Demonstrate thorough time management and capacity planning, linking back to client KPIs ● Polished presenter and adept at explaining PR terms and outcomes to C-level executives ● Driven, ambitious and willing to contribute to the business ● Demonstrate a thorough knowledge of the media landscape and where it is heading ● Demonstrate a deep understanding and passion for technology and business ● Be able to think independently and juggle multiple demanding tasks with tight deadlines ● Be willing and able to work a tradeshow ● Understand the difference between B2B and B2C PR ● Be proficient and active on social media ● Have good positive energy with a proactive, can-do attitude ● Solid written and verbal communication skills ● Proficient in the use of Microsoft Office products including Outlook, Excel, Word and PowerPoint
<p>Additional info</p>	<p>More information about our clients and the way we work can be found at our website www.bubbleagency</p>

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