



PR, MARKETING & EVENTS

Junior Account Executive 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	Junior Account Executive
Location	Los Angeles
Job Description	<p>Junior Account Executives at Bubble must:</p> <ul style="list-style-type: none"> ● Be driven to succeed ● Be proactive and highly motivated ● Be a self-starter with an enquiring mind ● Have a desire to learn a trade ● Have an interest in technology and communications ● Have the ability to write well ● Be highly organized <p>Account responsibilities</p> <ul style="list-style-type: none"> ● Update client trackers on a daily basis ● Be accountable for monitoring/scanning for coverage, clipping and informing relevant client ● Maintain and update press lists ● Find and research speaking and awards opportunities ● Regularly read target media and flag news hijacking opportunities to clients ● Work in sync with the Account Manager and contribute ideas to accounts ● Attend client meetings and calls and be accountable for creating the agenda, action items and follow-up emails ● Provide trade show support to the entire team, ensuring the show admin runs like clockwork ● Track, update and inform account teams of relevant upcoming editorial features ● Prepare client reports alongside the Account Manager ● Pitch client news, features and interviews to target media ● Draft, gain approval and distribute content to target media <p>Company responsibilities</p> <ul style="list-style-type: none"> ● Input accurately into Bubble's time management system ● Attend industry and networking events ● Ad hoc administration duties ● Build and maintain media relationships ● Contribute to Bubble Agency's social media and online presence ● Participate in company brainstorms and ideas creation ● Be present at new business pitches when necessary ● Establish professional relationships with colleagues in other offices ● Present to colleagues on a regular basis to share knowledge and experiences
Reporting to	Account Manager

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<p>Salary band / benefits at this level</p>	<p>The Junior Account Executive 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
<p>Proposed start date</p>	<p>ASAP</p>
<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 – Video phone interview with HR Manager. Please allow 30 minutes</p> <p>Stage 2 – Task to complete</p> <p>Stage 3 – Video interview with Head of Americas and Account Manager to present task. Please allow up to 1 hour</p> <p>Stage 4 – Final round video interview with Associate Director. Please allow 20-30 minutes</p>
<p>Candidate specifics (e.g. experience, credentials, management skills etc.)</p>	<ul style="list-style-type: none"> ● Knowledgeable of social media and other online tools ● Organized and able to work under pressure to tight deadlines ● A confident team player who can adapt easily to different situations ● Excellent spoken and written communications skills ● Detail focused ● Ability to build relationships internally and externally ● Professional with a good understanding of business ● Willing and able to work a trade show ● Prepared to travel, including overseas ● Active on social media ● Good positive energy with a proactive, can-do attitude ● A media hound who's passionate about pitching and selling in stories ● An excellent timekeeper who's able to think on their feet, juggle multiple tasks, and ensure all work is completed in a timely manner ● Proficient in the use of Microsoft Office products including Outlook, Excel, Word and PowerPoint

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Additional info	More information about our clients and the way we work can be found at our website www.bubbleagency

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