

## Account Executive Vacancy Brief - USA

### About Bubble Agency

Bubble Agency is a global PR, marketing, and events specialist agency working across media technology, sports technology, pro AV, and security and IT.

With offices in London, Los Angeles, and the Greater Boston area, the Bubble Agency Security and IT Business Unit supports large, global organizations that operate structured, best-practice-driven communications programs. Our clients expect rigor, accuracy, and professionalism, and we expect the same from our team.

#### Role Overview

- Account Executives at Bubble are a core part of the PR delivery team. This role is suited to someone who is highly motivated, naturally curious, and comfortable operating in a fast-moving, detail-driven environment.
- Account Executives are expected to be self-starters with a strong desire to learn, develop media relationships, and build subject-matter familiarity across security, IT, and adjacent technology sectors. They take an active role in agency life and in understanding the industries their clients operate in, through research, networking, and day-to-day exposure to client programs.
- The primary responsibility of the role is to support senior account team members and account leads by ensuring that all executional and operational aspects of client programs run accurately and on time. This includes researching and tracking media, awards, and speaking opportunities, drafting and pitching content, maintaining trackers and reports, and presenting opportunities clearly to internal teams and clients.
- Account Executives work across multiple accounts simultaneously and are expected to demonstrate strong organizational skills, attention to detail, and reliability. Reporting must be accurate, complete, and delivered on schedule.
- Account Executives also contribute to the wider business by taking on a defined internal responsibility as a company ambassador, such as tracking industry awards, supporting agency PR initiatives, or managing shared internal resources.

**Reporting to:** Account Manager for Security & IT

#### HEADQUARTERS

**a:** Aviation House, 125 Kingsway, London, WC2B 6NH | **e:** hello@bubbleagency.com | **w:** bubbleagency.com  
B & S Communications Ltd. (Trading as Bubble) | Registered office as above | Registered in England & Wales No. 04512177

## Job Responsibilities

### Campaign planning and delivery:

- Maintain client trackers on a daily basis, ensuring all opportunities are current, accurate, and recorded in the agreed format.
- Support the production of monthly client reports, ensuring accuracy, clarity, and on-time delivery.
- Work with senior account team members to help meet client KPIs, including identifying gaps and contributing ideas for proactive media outreach.
- Support media outreach tasks to help deliver against monthly and quarterly targets.
- Monitor and track media coverage, clip and log results, and communicate coverage wins promptly to the relevant account team or client.
- Track editorial calendars and obtain feature synopses relevant to client priorities, sharing updates with account teams.
- Draft and proofread press releases, pitches, media alerts, bios, and briefing materials, ensuring accuracy and consistency before client review.
- Identify and assess speaking and award opportunities, prepare draft submissions, coordinate inputs, and manage deadlines.
- Participate in brainstorming sessions and contribute research, ideas, and insights to support campaign development.
- Attend client meetings and calls, produce agendas when required, capture notes and actions, and manage follow-up communications.
- Demonstrate strong time management, the ability to juggle multiple priorities, and sound judgment when deadlines compete.

### Client Relationships

- Develop a working understanding of each client's business, technology, competitive landscape, and target audiences.
- Support senior account team members by contributing informed recommendations on industry news, awards, and speaking opportunities.
- Participate in client calls by providing updates on coverage, opportunities, and activity, and by offering clear, well-prepared input.

## Media and Analyst Relationships

- Support outreach to sector and, where appropriate, mainstream or business media by contributing targeted pitch ideas and research.
- Maintain and update press lists, building familiarity with relevant journalists, outlets, and editorial priorities.
- Monitor industry news and identify timely commentary or reactive opportunities, drafting responses for review and pitching where appropriate.
- Support press release distribution and follow-up, identifying coverage gaps and working with senior team members to address them.
- Research relevant industry analysts and identify opportunities for client engagement.

## Skills, Experience, and Attributes

- At least one year of experience in B2B PR or marketing, ideally in an agency environment.
- Strong written and verbal communication skills, with the ability to write clearly for enterprise and technology audiences.
- High level of organization and attention to detail, with the ability to manage multiple workstreams concurrently.
- Genuine interest in technology, security, and IT, and curiosity about how large international organizations operate.
- Ability to learn quickly, take feedback constructively, and apply it consistently.
- Experience using Meltwater is a strong advantage.
- Comfort working with social media in a professional context.

## Business and Company Support

- Provide support for new business activity, including research and pitch preparation.
- Assist with trade shows and events, including logistical and administrative support. Occasional travel is required.

- Accurately log time in Bubble's time management system, Synergist, on a daily basis.
- Participate actively in internal brainstorming and knowledge-sharing sessions.

## Employee Benefits, Welfare Initiatives and Perks Overview

<b>Discretionary annual bonus scheme</b>	This scheme is linked to both individual performance and contributions as well as the profitability of the Business. Bonuses are paid out in two stages across January/February and August each year.
<b>Employee referral program</b>	If a candidate that an employee recommends is hired, they will be eligible to receive an incentive award of \$500 up to \$2,000 (depending on the level of the role).
<b>Healthcare plan</b>	The company offers an HMO healthcare plan and pays 100% of the employee's premiums for this plan
<b>401k plan</b>	Employees may opt to join the company's 401k plan after three months of service.
<b>Summer Flexi-Fridays</b>	Usually starting the first Friday in July, we introduce a 3pm finish for full-time employees.
<b>Enhanced vacation scheme and holiday closure</b>	Employees will benefit from 20 days (pro-rated for part-time employees) plus the national holidays recognized by Bubble. After three years at the company, you will accrue one extra day per year up to a maximum of 25 days. Over the holidays, employees will also be granted additional closure days off that are in addition to their normal holiday entitlement.
<b>Company sick pay</b>	Employees will benefit from a maximum of 5 paid sick days per rolling year.
<b>Bucket list draw</b>	Annual prize draw for employees' bucket lists – with up to the dollar equivalent of £2,000 towards making the experience happen!
<b>Sabbaticals</b>	After four years of service, employees have the option to take an unpaid sabbatical of up to four weeks.
<b>Employee recognition 'WOW awards'</b>	A quarterly competition for all employees to enter themselves or their colleagues to receive the 'WOW' award in recognition for going above and beyond. The winner is awarded a \$60 voucher of their choice.
<b>Enhanced family-friendly policies</b>	An enhanced package is offered to employees with at least two years of service who wish to take maternity, paternity, or adoption leave.