



## **ACCOUNT MANAGER at Caro Communications**

Caro Communications is looking for a talented and ambitious account manager to join our fun, friendly and focused team in Clerkenwell.

The successful candidate will work in a supportive environment on a diverse and exciting range of projects for clients across culture, placemaking and interiors in the UK and internationally.

Caro is a creative communications agency at the heart of the architecture and design communities. We are cultural, connected and collaborative and we know that design has the power to tackle the challenges of a changing world – from the climate emergency to the digital revolution and from sustainable futures to equality.

At Caro Communications we work strategically for leading international architects and brands, cultural institutions, tech innovators, designers, thinkers, makers and developers.

We shape profiles, narratives, campaigns, events, networks, and reputations. We tell stories by connecting with people.

### **About the role**

This account manager position requires experience in a similar role within communications, so ideally you'll currently be working at senior account executive level or higher. However, we are keen to speak to candidates at all levels.

Ideally, you'll have experience working within culture, placemaking and interiors, but we're interested in hearing from people with different backgrounds who could be a good fit. Most importantly, you'll be keen to contribute exciting ideas and enthusiasm.

This is a client-facing role and you'll be working closely with Caro's vast client base across the culture, placemaking and interiors sectors – demonstrable interest in these fields and excellent interpersonal and communication skills are essential.

### **Responsibilities**

- Co-ordinating PR activities, launches, press office and event management
- Keeping clients up to date with team activities and maintaining relationships with them
- Building and managing positive, lasting relationships with UK and international media in line with our client's strategic objectives
- Proactively selling-in news stories, profiles, and features to journalists
- Researching and writing pitches, press releases and design statements and creating press packs
- Creating campaign evaluations and presentations for new business proposals



## About you

- **Experience** in a similar role, ideally within culture, placemaking or interiors
- An aptitude for **teamwork**: you'll thrive on developing and steering exciting cross-disciplinary collaboration
- **Interpersonal skills** – you'll be great at managing relationships with clients, journalists, and other stakeholders
- **Strong writing skills** – the ability to draft compelling press releases and pitches
- Competent, self-motivated, with the ambition to develop new skills
- Experience and understanding of different media channels
- Excellent time-management, organisational and administrative skills
- Experience of multitasking, working under pressure and problem-solving
- A keen interest in design and culture
- Diversity makes us stronger – we're keen to hear from applicants underrepresented in the sector and we encourage applications from people of all backgrounds

## How to apply

Please submit your CV and a short cover letter outlining your suitability for the role, your salary expectations and notice period (if applicable) to [hello@carocommunications.com](mailto:hello@carocommunications.com)

Caro Communications is an equal opportunities employer.