



ACCOUNT EXECUTIVE @ Caro Communications

We are looking for an enthusiastic and ambitious Account Executive to join our fun, friendly and focused Placemaking team in Clerkenwell. The successful candidate will work in a supportive environment on a diverse and exciting range of projects for clients across arts and culture, architecture and high end interiors.

Caro is a creative communications agency at the heart of the community. 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. We are cultural, connected and collaborative.

At Caro Communications we amplify great design with great communication across multiple channels. We work strategically for global brands, cultural institutions, tech innovators, designers, thinkers, makers, architects, and developers of the built environment. We shape profiles, narratives, campaigns, events, networks, and reputations. We tell stories by connecting with people.

The role is open to a range of experience levels, but the successful candidate will have at least one years' experience in a similar role within communications. You will work under the guidance of an Account Director with the support of the Account Manager and Content Manager.

Job requirements

- A minimum of one years' experience
- Excellent written and verbal communication skills with attention to detail
- A proactive and results-driven attitude to winning press coverage
- Good understanding of media landscape with national, consumer, trade and preferably some knowledge of international publications
- Good relationships with online publications and key influencers

Proficiency in InDesign, Photoshop, Keynote, Microsoft Office and Excel is also desirable.

The successful candidate will be responsible for duties including:

- Proactively approaching and building relationships with journalists and influencers
- Fulfilling and recording press enquiries
- Reporting, evaluating, and monitoring incoming media coverage
- Updating our press database
- Handling images and press loans
- Managing and distributing press releases
- Supporting the team during events
- Proactively monitoring and contributing to social media

This is a full-time role based in our London office – we currently operate hybrid working, with staff in the office at least three days a week.

To apply please submit your CV and a short cover letter outlining your suitability for the role and notice period (if applicable) to hello@carocommunications.com

Caro Communications is an equal opportunities employer.
www.carocommunications.com