



ACCOUNT EXECUTIVE @ Caro Communications

We are looking for an enthusiastic and ambitious account executive to join our fun, friendly and focused architecture team in Clerkenwell.

The successful candidate will work in a supportive environment on a diverse and exciting range of projects for clients across the built environment 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 executive position is open to a range of experience levels, but the successful candidate should have at least one year's experience in a similar role within communications.

Ideally, you'll have experience working in a creative communications role and an interest in architecture, 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.

As part of our architecture team, you'll work under the guidance of an Account Manager, working in collaboration with different members of the architecture team. We also have an in-house digital team who work across the architecture, placemaking and design teams.

This is a client-facing role and you'll be working closely with Caro's clients across the built environment – demonstrable interest in these fields and excellent interpersonal and communication skills are essential.

Responsibilities

- proactively approaching and building relationships with UK and international media
- drafting engaging pitches to media across various sectors
- reporting, evaluating, and monitoring incoming media coverage
- creating press lists for clients and responsibility for updating Caro's press database
- creating press kits
- drafting, managing and distributing press releases
- supporting the team during client events including guest list management
- proactively monitoring and contributing to social media



About you

- A minimum of one years' experience in a communications role, a role within the built environment is a bonus
- excellent written and verbal communication skills with attention to detail
- a proactive and results-driven attitude to winning press coverage
- a good understanding of the media landscape
- excellent time-management, organisational and administrative skills
- experience of multitasking, working under pressure and problem solving on the go
- a keen interest in architecture, 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).

Applications should be submitted by clicking the apply for job button below (max file size 5MB).

Caro Communications is an equal opportunities employer.