



## Caro Communications | account executive

Caro Communications is looking for an enthusiastic and ambitious account executive 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 architecture and placemaking in the UK and internationally.

We are looking for someone that is eager to develop and pursue a career in creative communications– this is a fast-paced role and would suit a candidate looking to learn about the world of architecture and design.

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, 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, and we tell stories by connecting with people.

### **About the role**

The successful candidate should have at least one year's experience in a similar role within communications.

Ideally, you will have experience of working within creative communications and hold an interest in architecture and the built environment, but we're interested in hearing from people with different backgrounds who could be a good fit.

Most importantly, you will be an enthusiastic, highly organised and excellent communicator, who is keen to contribute exciting ideas.

As part of our architecture and placemaking team, you'll work under the guidance of an account manager, and in collaboration with different members of the team. This is a client-facing role, and you will work 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 in line with our clients' strategic objectives



- Drafting engaging pitches to media across various sectors
- Reporting, evaluating, and monitoring incoming media coverage
- Creating press lists for clients as well as maintaining and updating Caro's press database
- Creating press kits including contact sheets
- Drafting, managing and distributing press releases
- Supporting the team during client events including guest list management
- Working with Caro's in-house digital team to proactively monitor social media and create engaging social content
- Attending client meetings and networking events

### About you

- A minimum of one year's 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
- An aptitude for teamwork and cross-disciplinary collaboration – you will be happy to pitch in with PR agency life,
- A keen interest in architecture, placemaking, 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.

### Salary range

£26,500-£28,000

### 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.