



Caro Communications | Marketing executive

Job Description

We are looking for a proactive, enthusiastic and well-organised marketing executive to join our team in Clerkenwell. This is a fantastic opportunity for someone with a passion for architecture, design and the built environment to build a career in marketing and business development.

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 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

As marketing executive, you will play a key role in supporting new business, marketing and internal brand activities. Working closely with directors and client teams, you will help strengthen Caro's profile, support proposals and pitches, and contribute to overall business development activity.

This is a fast-paced, varied role with lots of scope to develop and grow – ideal for someone who thrives on responsibility, collaboration and creative thinking.

As part of our marketing team, you'll work under the guidance of an associate director, working in collaboration with different members of the team.

Responsibilities

- Act as the first point of contact for new business enquiries
- Support the creation of proposals, credential decks, case studies and marketing materials
- Research new business leads and industry trends
- Help track opportunities and maintain our CRM and internal systems
- Contribute to Caro's social media and digital content, including scheduling and reporting
- Ensure consistency across Caro's brand materials, website and templates
- Support with event planning, industry networking, and internal communications

About you

- At least one year's experience in either marketing/communications or architecture/the built environment
- Excellent written and verbal communication skills
- A proactive, curious mindset with strong attention to detail
- Confident researching and sharing intelligence in a clear, structured way
- Good organisational skills and ability to manage multiple tasks
- An interest in architecture, design and cultural sectors
- Awareness of digital platforms and content tools (e.g. social media scheduling, Adobe Suite) is helpful – training can be provided



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

£ 27,000 - £28,000 depending upon experience

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.

Caro Communications is an equal opportunities employer.