

Account Executive – Touring

We're Dewynters, the leading live entertainment marketing agency. Based in central London, we create groundbreaking campaigns that are seen across the world, spanning the fields of theatre, opera, concerts, music, sport, film, comedy and exhibitions.

Our touring department's unrivalled experience and passion, together with our creative, strategic, digital and data-driven expertise, ensure we always deliver the very best campaigns for our clients.

Clients include Mamma Mia!, Disney on Ice, Grease, Chicago, Sunset Boulevard, Evita, The Bodyguard, Cats, The Lion King, Annie, The Sound of Music, Son Of A Preacher Man, Monster Jam! and Marvel Universe Live!

The position

- As account executive you'll be supporting the touring team, currently consisting of five people
- You'll be expected to initiate projects of your own and you'll have sole responsibility for a number of tasks
- The account executive plays a vital role in the running of touring account(s) and you'll be one of the main points of contacts with venues and clients. You'll work with the account managers on the day-to-day running of the account, liaising with the rest of the team throughout the company, and briefing and managing a high level of artwork through the studio
- You'll report to the head of touring
- The role may include some travel but notice will be given if this is required

Your role includes:

- Overseeing visuals/artwork from initial briefing stage to final deadline. This includes advertising (on and offline), printed materials, promotional artwork and logo supply
- Working closely with the account manager on the respective account, dealing with enquiries from venues/clients and providing support on the management of the daily workload
- Liaising with tour venues and co-ordinating the supply of their requirements, as well as discussing activity on a regular basis
- Briefing other areas of the company on the clients'/venues' requirements, including media schedules and print quotes
- Managing the online filing system, and keeping the archive of activity up to date

Your skills/qualifications include:

- Proven marketing, account management or project management experience in the theatre/entertainment industry
- Flexible working attitude
- Computer skills with experience of Microsoft Office/Excel/Powerpoint
- Meticulous attention to detail with the ability to show you're a creative thinker whilst showing initiative
- Ability to prioritise, multi-task, and perform effectively under pressure

- Excellent interpersonal, written and verbal communication skills and able to build strong relationships with clients, agencies and internal teams
- A team player
- Working knowledge of computerised ticketing systems (desirable)
- Able to travel at short notice
- A sense of humour is a must!

Interested?

If you think this job is for you please send your updated CV and covering letter, stating your salary expectations and why you are the right person, to: recruitment@dewynters.com

What can we offer you?

We offer a whole array of benefits including:

- Competitive salary
- 23 days holiday rising to 28 days holiday (includes the Christmas shutdown)
- Flexible working
- Permanent health insurance
- Career development and training budget
- Enhanced maternity and paternity package
- Life cover
- Season ticket Loan
- Ride to work scheme
- Childcare vouchers
- Champagne and sabbaticals for long serving team members
- Christmas and summer parties
- Complimentary massages
- Complimentary fruit
- Five for Five social
- Complimentary theatre/entertainment tickets