



<https://the-collab.co.uk>

JUNIOR ACCOUNT MANAGER

Company: The Collab Agency

Location: Home-based / The Halley Workspace, Haggerston (3 days / 2 days)

Reports to: Senior Account Manager

Working hours – Off peak season: Monday to Friday 10am – 5.30pm

Working hours – Peak season: Weekend and 'Out of Hours', as required for festivals

Job Type: 6 Month contract – 1st April 2021 – 1st October 2021

Salary: £25k - £30k DOE

About Us

The Collab Agency is a creative and collaborative brand partnerships agency that represents a diverse portfolio of independent festivals, events and immersive entertainment. Our core values:

- We love what we do.
- We're a collaborative bunch.
- Genuinely, it's not about us – it's about them.
- Anything's possible, there is always a solution.
- We make shit happen.

We approach our work fearlessly, we learn quickly, and we celebrate our wins meaningfully. Everyone is welcome to apply — we're passionate about creating an inclusive workplace that promotes and values diversity.

Role Description

The Collab Agency requires an organised, confident and conscientious individual, who is passionate about music, to support the delivery of commercial partnerships across a number of festivals and events that The Collab Agency represent.

Ensuring all contractual rights are met effectively and efficiently, delivering ROI for partners is central to the process in this fast-paced role. You will be the day-to-day contact for a select number of or category of clients and their experiential agencies, acting as a driving force behind the delivery of marketing rights as well as on-site activity. The individual must have excellent relationship skills, dealing confidently with issues that may arise with clients, agencies, stakeholders and onsite production teams.

Day-to-day 'in the office' may also involve assisting the Senior Account Manager and the two Company Directors on administration, contracts, google doc tracking and finance support, as well as managing the smooth running of your own partnerships, with the ambition to maximise our small team's efficiency over a busy summer season.

General Responsibilities

- Extensive client and agency liaison pre, at and post event – working closely and collaboratively with all stakeholders to ensure the smooth delivery of contractual rights.
- Developing strong relationships with clients to ensure trouble-shooting of issues, finding solutions and results for partners.
- Account management of a selection of own deals/festivals/categories.

- Assisting the Senior Account Manager across all festivals and partnerships, including but not limited to partners social, marketing, ticketing and accreditation information advancing across festivals, whilst managing schedules for the festival teams.
- Onsite contact – deal delivery and client management, liaison with festival’s production & bars teams
- Completing partnership debriefs and data analysis post-event.
- Maintaining accurate records and logs (including but not limited to invoicing/partnership right trackers/contracts/issues).

Core Values and Spirit

- Love for music, festivals & events
- Collaborative and team-player
- Solution-oriented and makes things happen
- Exceptional organisational skills
- Resourceful and flexible with a positive ‘can do’ approach
- Admin whizz, with an attention to detail second to none
- A hard worker dedicated to going the extra mile
- Comfortable with time away from home (depending on business requirements)
- Highly motivated and tenacious, takes pride in delivering work to be highest standard
- Able to prioritise and hit deadlines consistently, keeping projects on track and moving
- Effective at managing multiple projects, clients and tasks at one time
- Brilliant communicator (both written and verbal) – confident, friendly and professional yet firm, able to build a rapport with all types of people

Benefits

- Unlimited holiday
- Flexible working hours
- Work from home flexibility
- Access to membership at The Halley during the term
- Access to discount at Café Route (café in The Halley)
- Part of the AEI Group family

If you think you have what we’re looking for and more, then we’d love to hear from you. Please send your CV and cover letter to people@the-collab.co.uk