

DAVID COLLINS STUDIO

MARKETING & COMMUNICATIONS CO-ORDINATOR

David Collins Studio a high profile luxury Architectural Interior Design studio of 55 in Fulham, delivering world class projects across Hospitality, Retail and Residential sectors, is seeking a Marketing & Communications Co-ordinator to support the MarCom Team across Business Development, Marketing, PR and Internal Communications through a variety of studio-based administrative duties. We are looking for a highly-organised, down-to-earth individual with exceptional organisational skills who responds calmly and enthusiastically to the ebb and flow of reactive Business Development deadlines and fast-paced PR opportunities - ideally with experience in a similar 'sales' environment and with a genuine enthusiasm for promoting studio culture.

ROLE AND RESPONSIBILITIES

Responsible to: Marketing & Communications Director The typical range of duties will include, but is not limited to:

Business Development Responsibilities

- CRM / Sales Force Management
- New Client Enquiries Follow-up
- Fee Proposals / RFPS Preparation
- Research Tasks for Projects, Clients and background
- New Business Meetings Organisation, Preparation and Minutes Taking

MARKETING RESPONSIBILITIES

- New Project Imagery rollout
- InDesign Support for the Marketing Deck
- Social Media Activities Support and Management
- Managing the MarCom Drive and organising a regular archiving/filing
- Issuing Weekly Antennae Reports
- Creating and Managing a Weekly External Events Lists
- Tracking and liaising MarCom Budget

PR RESPONSIBILITIES

- Administrative Support to the team with new inquiries
- Collating and issuing photography, project content and pre-written press releases to editors or journalists
- Editorial Coverage coordination and management
- Digital Press Book Coordination and management
- Supporting the MarCom team with the generation of AVE figures by piece/month/project/quarter/etc.

INTERNAL COMMUNICATIONS

- Creating Weekly Reporting Presentations
- Attending Monthly Sector Meetings and taking minutes
- Creating Quarterly Reporting Presentations
- Support in organising the Studio Luxury Safari
- Support in Organising the Studio Off-Grid programme

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Organised and efficient
- Ability to work on multiple projects
- Proactive, Positive with 'Can do' attitude
- Detail orientated
- A willingness to assist and support a team

- Digital savvy
- Relationship builder and Team-player

EXPERIENCE, SKILLS AND QUALIFICATIONS REQUIRED

- Organised and efficient
- Experience of managing a CRM database
- Experience of working with Microsoft Word, Excel & Adobe Suite (InDesign in particular)
- Excellent literacy, spelling and grammar and numeracy
- Strong verbal skills
- Interpersonal: building strong effective working relationships, both internal and external
- Experience in a similar role within the creative sector
- An appreciation if not understanding of the luxury, interiors and built environment
- An understanding and willingness to develop skills surrounding Public Relations