



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

## **JUNIOR ACCOUNT MANAGER - Music, Festivals and Events**

**Company:** The Collab Agency

**Location:** AEI Group, SAE Bankstock Building, Haggerston (+ Working From Home)

**Reports to:** Senior Account Manager

**Working hours – Off peak season:** Monday to Friday 10am – 6pm

**Working hours – Peak season:** Festival Live Weekends on-site and 'Out of Hours' as required for Evening Events

**Job Type:** Full-Time 6 month Contract (From April- September 2024 initially, with view to extend)

**Salary:** £27k - £30k pro rata (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.
- We're entrepreneurial in spirit and execution.
- 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 and confident individual, with a passion for music and a keen interest in live events, marketing and brand partnerships, to support the delivery of Sponsorship & commercial partnerships across a number of festivals and brands that The Collab Agency represent - thus providing a gateway and hands on experience for the right candidate early in their career.

You will assist the existing account management team on day-to-day delivery of partnerships, information advancing, data capture & tracking, and on-site utility support across various tasks, ensuring all contractual rights are met effectively and efficiently, delivering ROI for partners in a caring and collaborative way. Our new team member must have excellent communication and relationship-building skills, dealing confidently with issues that may arise with clients, agencies, stakeholders and on-site production teams – always seeking out the best solution across parties. You will be supported in your role, gaining valuable knowledge, experience and training in commercial partnerships and live event activations throughout the busy summer festival season.

Day-to-day 'in the office' or from home hours may also involve assisting on other administration and Google doc tracking for each partnership. The individual should have an attention to detail, excellent relationships skills, with a keen interest in music and marketing, furthermore any experience in hospitality would be useful due to the nature of many of our brand partnerships.



### **The Candidate – Core Values and Spirit**

- Love for music, festivals and events (and being at them!)
- Interest in live events, marketing and brand partnerships
- Keen to learn and develop their skills and experience
- Collaborative and team-player
- Solution-oriented, creative thinker and makes things happen
- Organised and confident
- Outgoing and flexible with a positive ‘can do’ attitude
- Admin whizz, with an attention to detail
- Effective at managing multiple projects, clients and tasks at one time
- Able to prioritise and hit deadlines consistently, keeping projects on track and moving
- Brilliant communicator (both written and verbal) – confident, friendly and professional yet firm, able to build a rapport with all types of people but also to push back and say ‘no’ where appropriate

### **General Responsibilities & Tasks**

- Work with Account Manager(s) to understand each Sponsor’s marketing rights and ensure all contractual terms are documented and fulfilled throughout the partnership
- Assist Account Manager(s) in overseeing all RAMS and H&S docs are gathered from Sponsors by production manager, and learning / understanding these documents
- Contracted ticketing fulfilment
- On-site check-ins and liaising; event team, bars / menus, sponsors & content teams
- Developing strong relationships with both Event Owners and brand partners to ensure trouble-shooting of issues, finding solutions and results for partners.
- Assistance with monthly sales volume collating
- Assist in gathering and tracking marketing / social data
- Maintaining accurate records and logs (including but not limited to contracts/invoicing/partnership rights trackers/contracts/issues).
- PCA end of season reviews support
- Some knowledge and experience with Site Service recharges, on-site production processes and Accreditation systems would be valuable

### **Collab Company Benefits**

- Unlimited Holiday Request Scheme (off-season)
- Flexible working hours/weeks
- Hybrid working
- Healthcare with Vitality and Health Shield Reimbursements (once full-time)
- Pension Scheme
- Access to membership at The Halley Workspace hotdesking during the term
- Access to discount at Café Route (café adjacent to the Office)
- Tickets and Guestlists to Events
- Part of the AEI Group family (UKF, D&BA, El Dorado)

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 [courtney@the-collab.co.uk](mailto:courtney@the-collab.co.uk)