Application Process

Our application process is CV’less, please don’t send us one. Instead, it’s time for you to get creative… in any format you choose, please provide the following:

* Tell us about yourself
* Tell us why you’re interested in the Arts and Media
* Let us know why we should hire you

Please send your application to us by July 22nd.

**We look for smart and resilient problem solvers; for creative minds; for individuals who want to push boundaries; to look at things from different angles; and connect the dots in a way others can't.**

Our employees come to us to work with some of the world’s best-known brands and influential people, helping our clients identify and tell meaningful stories that drive real change, and genuine connection. Love & Work is our foundation because we do what we love, and we love what we do. Many of our alumni have gone on to run their own top 150 agencies; to lead the communications and marketing for well-known global brands; and are leaders in their fields of expertise.

We pride ourselves on the ability to assemble teams of passionate specialists from all over the world with a huge variety of backgrounds, all experienced in solving tricky problems. As an equal opportunity employer, we encourage all applicants to apply, regardless of race, religion, origin, gender, sexual orientation, age, marital status, or disability. Freuds Group strives to ensure a sense of belonging for all; we’re proud to support and utilise a diverse range of thoughts and perspectives in the teams we build as well as the work we create. Our belonging behaviours are built on the foundation of Collaboration, Connection, Empathy & Understanding and Allyship, these pillars are entwined into our daily life and are one of the markers for how we measure both company and individual success.

The Team

Podium is the home of sport, entertainment, arts & culture in the Freuds Group. We have a strategic communications experts and publicists working across these specialist areas, while also offering the opportunity to support a variety of clients across the Group. The division works closely with the team across Freud Communications, offering unrivalled connectivity, experiences, and opportunities.  From red carpet premieres to arts activations that get everyone talking, Podium is the place where culture and entertainment collide. We pride ourselves in delivering impactful campaigns that drive the cultural conversation and we’d love to welcome you to join us.

The Role

Freuds is an agency on a mission and has been at the intersection of arts and entertainment for 40 years including working on last year’s high profile National Portrait Gallery Relaunch through to a campaign for new film studios in Sunderland. We have an exciting opportunity for an Associate (AA Level) to work across consumer and corporate campaigns with our high-profile clients in the media and arts space.  The ideal candidate will have a keen interest in the Arts and Media and bring curiosity, thoughtfulness and a willingness to get stuck in to our friendly communications team. The role requires passion for the media, and an interest in what makes a good story.

Requirements

* Ability to write sparkling copy and a keen sense of grammar
* Attention to detail across all areas, taking pride in presenting their best work
* Enthusiasm for developing an understanding of the Arts and Film/TV space and its role within society
* Excellent time management and the ability to respond to tasks quickly and efficiently
* An entrepreneurial spirit – coming up with creative ideas and an ability to adapt and change as needed
* An inquisitive mind – asking questions, keen to learn new ways to do things in order to deliver for the client and team
* Interest in handling media enquiries and sell-ins
* Someone with a good understanding of influencers/social media
* Someone who shows a good understanding of the media landscape in the UK
* A good understanding of the daily news agenda and ability to discuss and comment on it with colleagues
* Ability to stick to deadlines and organise their work flow as they will be juggling various responsibilities across the press office
* Someone who is enthusiastic, proactive, a hard worker
* Confidence in contributing to meetings and sharing ideas

Responsibilities

* Drafting a range of materials, such as press releases, opinion articles and online copy
* Being proactive in pitching articles, stories, speaker opportunities
* Daily media monitoring and building media lists
* ‘Leaving no stone unturned’ in researching industry news, background information for pitches, client updates and taking responsibility for flagging articles of interest to team members
* Helping to co-ordinate brainstorms
* Taking pride in delivering exceptional call notes/minutes/agendas for meetings
* Co-ordinating sell-ins across different teams
* Organizing and coordinating events, press conferences, photo calls, and or media contact programmes
* Responding quickly and accurately to client requests
* Supporting new business proposals and pitches
* Being first port of call for responding to team requests/ team inbox queries
* Being a proud team member and ambassador of Podium team, contributing to wider Freuds events and belonging activities