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BlueMedium

Visual Arts Public Relations Account Manager

Blue Medium Inc.

New York City, NY

Public relations firm specializing in visual arts, design and architecture is seeking a full-time Account Manager for its visual arts team.

We are looking for a bright, organized, experienced and detail oriented public relations professional. The applicant must be able to multi-task and have the ability to take initiative and problem solve. He/she must be media savvy, have impeccable phone manner and people skills, experience working in a team, and the ability to prioritize and take direction, and enjoy working in a small team environment.

Candidate should be highly knowledgeable about the visual arts as well as the media and bloggers who cover them. Also required are outstanding writing skills, flair for social media, polished interpersonal skills and excellent telephone manner. The ability to multi-task and work effectively in a small-team environment is essential.

We value stability and long-term business relationships and seek candidates whose professional goals align naturally with the agency and its clients. We offer a competitive salary and benefits package including company-paid health and dental coverage, vacation and personal days, a retirement plan and bonuses subject to revenue and performance.

Candidates must be able to think creatively and quickly, have the ability to adapt to different kinds of clients and contexts, and be comfortable in social environments. Foreign language skills a plus.

Responsibilities include:

- Creating and executing strategic communication plans
- Acting as day-to-day contact for clients and media
- Handling media inquiries, arranging for client interviews
- Compiling targeted media lists
- Actively pitching media outlets
- Developing, editing, and distributing press materials including press releases, pitch letters, media alerts, fact sheets, images, remarks, and presentations
- Planning special events, such as press previews and press trips
- Preparing agendas and media updates for weekly client calls
- Generating coverage reports and meeting recaps

- Representing Blue Medium at design world events
- Managing one staff member and one intern

Required Qualifications:

- Bachelor's Degree, ideally in Communications or Journalism
- Excellent communication, writing, and interpersonal skills
- An energetic team player
- Ability to multi-task and prioritize
- Strong media relations skills
- Proficiency in Microsoft Word, Filemaker, Excel, PowerPoint, Outlook, etc.
- Solid understanding of social media tools and channels
- Solid knowledge of publications covering design, lifestyle and culture
- Availability to attend client events after hours as required

Three to five years of agency experience (focused on visual arts) or equivalent experience at a cultural organization is required.

Please direct all resumes with a brief cover letter to jobs@bluemedium.com

No phone calls. Equal Opportunity Employer.