



**08.30.23**

**ROLE: ACCOUNT COORDINATOR JOB POSTING**

**Position reports to Account Executives on Movie Team**

Want to be a part of the marketing and public relations behind your favorite movies? Position assists with the execution of promotions, publicity, grassroots, and influencer marketing for major movie studios including, but not limited to: Amazon Studios, Bleecker Street, Focus Features, Lionsgate, Universal Pictures, Universal Home Entertainment, and Metro-Goldwyn-Mayer. Due to the nature of our clients, there are evening and weekend events on a regular basis.

Responsibilities include:

- Spearhead grassroots efforts including: research, outreach, material fulfillment, on-site staffing
- Submit preliminary and final reports recapping all grassroots, social, promotional, and publicity garnered
- Spearhead influencer outreach and marketing
- Assist with pitching/securing print, online, radio, TV publicity coverage
- Attend press screenings and compile screening reports for studio clients
- Compile reports for each studio release
- Coordinate custom screening links for partners and promotional items for distribution
- Street team when necessary at sporting events, concert lines, beaches, festivals etc.
- Attend evening and weekend movie screenings, coordinating on-site activities, reserved seats for press and VIPs and compiling a screening report for the studio client
- Collaboratively brainstorm fun and creative ideas for upcoming releases
- This role requires you to work from our office full time

Key Skills

- Communication - excellent written and oral English skills
- Strong interpersonal skills – positive team player, integrity, approachable, friendly
- Strong awareness of the media landscape, current events, and pop culture
- Flexibility – willing to step in and support co-workers
- Self-starter – able to manage time and workload to maximize results
- Naturally curious – enjoys variety, learning and providing world-class client service
- Ability to manage and execute multiple projects with a sense of urgency while also maintaining priorities and focus

Qualifications

- 1+ years of experience in public relations, marketing, or communications field
- Bachelor's degree in public relations, marketing or communications preferred
- Proficiency with Microsoft Office programs Word, Excel, Outlook & Power Point
- Proficiency with Google Drive
- Strong Knowledge of social media including Twitter, Facebook, Instagram, and TikTok
- Must have reliable transportation

**To apply**, please send resume and cover letter to [cfenske@nemerfleger.com](mailto:cfenske@nemerfleger.com).