

Pickles PR

Communications Executive at Pickles PR

Pickles PR is a global arts communications agency based in London, Amsterdam, Berlin, Milan, Madrid, Barcelona and Paris. We are looking for a highly motivated, creative, collaborative and detail oriented Communications Executive to join our growing team.

At Pickles PR, Communications Executives support Senior Communications Executives and Communications Managers with the organisation and implementation of communications campaigns for clients, carrying out a wide range of research, administrative and campaign tasks. The role involves working on multiple client accounts at any one time, ensuring campaign goals are being met.

As an international company working with clients across the world, we are looking for someone with foreign language skills. Currently we are looking for someone based in London with excellent English language skills, additional languages are desirable but not essential.

The successful candidate will perform their consultancy services remotely and on a self-employed basis for a fee equivalent to salary range of £20,400 to £24,000 per annum depending on experience. The London-based team meets weekly, with additional project team meetings taking place on a regular basis. The company offers 23 days paid holiday per calendar year, in addition to up to 7 paid non-working days over Christmas/New Year when the office is closed.

Duties of the Communications Executive include, but are not limited to:

- Monitoring and chasing media coverage, making cuttings and compiling coverage reports.
- Assembling press packs, including resizing images, and uploading / updating material across various digital platforms.
- Supporting with the creation and management of media lists for projects.
- Supporting with campaign reports for clients.
- Distributing press material through Pickles PR's international media database.
- Pitching features, reviews, news stories, and profiles to international media in writing, on the phone and face-to-face, and responding to incoming requests in an efficient manner.
- Submitting listings and ensuring they are up-to-date.
- Supporting with the organisation of media events, meetings and press trips, including all logistic arrangements.
- Preparing meeting agendas and taking meeting minutes.
- Planning and posting on Pickles PR's social media platforms for multiple clients.
- Contributing to the upkeep of Pickles PR's contact database.

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Key requirements for the role:

- Not all of us have a background in the arts, but being passionate about and interested in visual arts is compulsory.
- Previous experience in public relations and communications – preferably at a PR agency, museum or commercial gallery – is desirable.
- Due to not having physical offices, you should be an independent, highly motivated self-starter with access to a computer.
- Strong written and verbal communications skills, alongside excellent organisational and IT/digital skills, are essential.
- An interest in or experience with social media is desirable.

About Pickles PR

Creative, collaborative and curious, Pickles PR is a global arts communications agency. Founded in 2006 and based in London, Amsterdam, Berlin, Barcelona, Madrid, Milan and Paris, our team of sixteen – eleven different nationalities with over ten different mother tongues – enables us to have a truly international reach.

Pickles PR promotes the programmes, projects and personalities of museums, galleries, foundations, large-scale international cultural events, biennials and art fairs, as well as performing arts centres and festivals. We are experts in organising and consulting on the communication of international arts and cultural projects. Our work for nearly two decades with leading organisations in international arts and cultural sectors has helped us to create strong relationships with influential media around the world.

Our aim is to advocate only the best in cultural movements, events and happenings, which is reflected in the calibre of the clients with which we work. Our considerable collective experience in arts PR, combined with our backgrounds in art history, law, business, media and marketing, brings an insightful and sensitive focus on creating relevant and meaningful press coverage.

We value relationships above all, strengthening the reputation of our clients through a dedicated team that prioritises building long-term professional connections and giving thoughtful attention to every project.

How to apply:

Please send your cover letter and CV to info@picklespr.com with the Subject line:
Application: Communications Executive London.

The deadline for submitting applications is Wednesday, 6 March at 6pm. Applicants shortlisted for interview will be contacted the following week.