

# TCO

## **JOB DESCRIPTION: ACCOUNT MANAGER**

### **ROLE REQUIREMENTS:**

Job Title: Account Manager

Grade/Salary: Dependent on experience

Hours: Mon – Fri, 9:30am – 5:30pm Reports to: Managing Director, Agency Term: Full-Time

Start date: TBC

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**TCO is a fiercely independent publisher-agency, who creates premium content across film, photography and editorial for our own media platforms and for brands.**

Established in 2006, our model leverages the insight and access that comes from our owned media channels, to connect brands with credible, premium narratives across youth culture and entertainment. Our own media titles are the beating heart of the company:

**Huck.** Youth sub-cultures from around the world: Sitting at the center of a switched-on community who crave original stories and quality journalism, we offer a unique lens for capturing scenes as they happen.

**Little White Lies. Truth and Movies:** Europe's largest and most beautiful premium film brand, offering unique and proudly independent journalism across cinema and TV. We connect the most engaged film audience to the movies they love.

**Sandwich Magazine.** Our gift to sandwich lovers everywhere. We use the humble sandwich as a gateway into communities, scenes and movements around the world, told through the world's best food journalism, design and photography.

Our award-winning agency is constantly looking for new ways to help the world's most innovative brands and business to find and tell compelling stories in digital, film, print, events and any other way imaginable. We help to bring brands closer to culture.

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### **ROLE PURPOSE:**

TCO seeks a talented and ambitious Account Manager who can help us to sustain and grow our commercial output.

We work with some of the world's biggest and brightest brands across all media (video, print, editorial, photography, design) – who come to us for our inspiring creativity, professionalism and innovative approach to problem solving. We operate with a service-first approach to client care, so excellent communication skills and a positive can-do attitude are essential. Likewise, the fast-paced nature of the agency requires the ability to multi-task, manage expectations and work well alongside the rest of the team. In return, you will have the opportunity to work on interesting and ground-breaking projects, take initiative and truly own your role, and also be a part of a growing, dynamic and friendly team.

You are credible, commercial and competent with a self-starter attitude and entrepreneurial mindset. The role involves account managing existing clients, to retain and grow them in size, as well as winning new clients and supporting production and marketing efforts. You will be in charge of individual client relationships and ultimately responsible for client approval, quality control and final delivery. You will also have a contacts book to die for, which you can tap into for new business opportunities.

**SANDWICH**

**OUTSIDERS  
PROJECT**

**huck**

**Little  
White  
Lies**

## EXPERIENCE REQUIREMENTS

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- Strong account management skills with experience across film, editorial, design and photography projects is desirable
- Proven client-facing skills – Excellent written and verbal communication skills and ability to present at a senior level
- Ability to execute projects and ideas, ensuring the vision and approach is delivered on time and on budget
- Highly organised with faultless time-keeping and admin skills
- Ability to ask well thought out questions to understand what a client wants and why
- Ability to negotiate, problem solve challenges, find solutions and manage client expectations
- Track record in growing key accounts through strategic networking and referrals
- Stay across cultural trends, ensuring you keep up to date with all Huck and Little White Lies output
- A true creative thinker, with a passion to deliver outstanding results with excellent attention to detail
- Ability to multi-task, plan ahead and thrive in fast-paced agency environment
- Ability to support new business through marketing, creds presentations, managing briefing, pitch and budgeting process
- Existing client side and agency relationships with senior decision makers would be an advantage
- Experience with sports clients would be an advantage

## KEY TASKS / RESPONSIBILITIES

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- Account Manage Clients – building and maintaining relationships and growing revenue against financial targets
- Lead on pitch process from brief through to pitch and contracting on both existing, previous and new clients
- Proactively market, network and sell into brand and agencies to gain new business opportunities
- Support production and marketing efforts across the business

## INTERESTED?

Email your cv and a cover note explaining why you are a good fit for the role to [simon@tcolondon.com](mailto:simon@tcolondon.com)