Account Executive

Company Description:

Wilson Dow is a creative production agency celebrating 30 years of connecting leading brands with their key audiences in live, virtual, and hybrid settings. A privately-owned agency, headquartered in Chicago with a presence on the east and west coasts, our team is a collection of strategists, writers, artists, directors, producers, choreographers, etc. – hailing from the highest ranks in entertainment, business, production, and learning – whose passions are driven by engaging, uniting and activating audiences through *The Power of LiveTM.* www.wilsondow.com

Reports to: Director, Account Services

The Account Executive (AE) role is a critical component of our success at Wilson Dow. Working closely with current clients, potential prospects, and our full internal support team, the AE is involved at the day-to-day project level as a co-captain with the Executive Producer (EP) to manage client relations & outcomes and support the agency team as needed. Most importantly, this role is responsible for the acquisition of new client relationships and the growth of current accounts.

Responsibilities

The Account Executive serves as the Wilson Dow point of contact to the client and the advocate for each project in partnership with the Executive Producer and Creative Director. Responsibilities include business development in both existing and new accounts, building client relationships, proposal development, participation in client-facing and internal project team meetings, management of team & client expectations, and overall account management.

Requirements

- Bachelor's Degree
- Minimum of 5 years in a selling / account management capacity
- Passion for client service & proven track record of sales performance
- Deals well with ambiguity, timelines, and attention to details
- Strong communicator and listener – ability to convey client needs to team

Personal Requirements:

- Self-directed, quick study
- Confident presenter and communicator
- Collaborative, team player
- Expert networking capabilities
- Passionate about our creative industry
- Ability to cope with pressure and work to tight deadlines

Compensation: Base-salary and commissions commensurate with experience. Wilson Dow offers a comprehensive benefits package including medical, dental and vision insurance, disability and life insurance, 401(K) Plan with a company contribution, and paid time off.

Travel: Nationally (occasionally global)

Location: We are a Chicago-based agency with teammates dispersed nationally. Would prefer that this candidate is from the Chicagoland area, however would still be interested in hearing from the right candidates remotely.

Wilson Dow is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.