

## **Company Description:**

Wilson Dow is a creative production agency celebrating 25 years of connecting global brands with their key audiences in live, virtual, and hybrid settings. A privately-owned agency, our team is a collection of strategists, writers, artists, directors, 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 Live™*. Learn more at [www.wilsondow.com](http://www.wilsondow.com).

## **Title: Account Executive**

**Reports to: Vice Presidents, Account Services**

## **Position Profile:**

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 to manage client relations & outcomes and support the agency team as needed.

## **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 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, preferably in marketing, advertising, communications, or the equivalent combination of education and experience
- 5+ years of business experience, preferably with some form of client management or client service background in a marketing services or creative agency setting
- Passion for client service
- Deals well with ambiguity, timelines, and attention to details
- Strong communicator and listener – ability to convey client needs to team
- Confident presenter
- Effective organizational skills
- Team player

## **Personal Requirements**

- Self-directed, quick study
- Confident, energetic
- Collaborative, team player
- Expert networking capabilities
- Passionate about the industry
- Ability to cope with pressure and work to tight deadlines
- Sense of humor

**Compensation:** 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, and potentially Worldwide

**Location:** California (Bay Area preferred) or Chicago

**To apply, please fill out the form labeled 'Join Us' at this link:** <https://wilsondow.com/who-we-are/>

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