

# PRESENT

## Job Title: Social Media Manager

With a client line-up featuring some of the most progressive fashion and lifestyle brands around today, PRESENT Agency is a creative marketing agency offering a wide range of services. From press communication and public relations to e-commerce management and beyond, we're a diverse team of experts based in the heart of Shoreditch, London.

We are looking for a Social Media Manager to join our Content team and manage the daily activity of our diverse (all amazing) clients' social media accounts—the most important channel for communicating directly with followers.

This engaging role has four core responsibilities: content sourcing and creation (working alongside our Creative and Content teams to generate ideas and see them through), content scheduling (ensuring posts are accurate, timely and in-line with marketing calendars), community management and customer services (engaging and delighting fans and followers), and reporting (using analytics tools to deliver clear and actionable insight and recommendations).

The successful candidate will have a deep love of fashion, an excellent visual eye, and proven experience of managing clients and working as part of an integrated, multi-disciplinary team. To stand out from the pack, experience of copywriting, graphic design, photography or styling is highly desirable.

### Responsibilities

- Planning, scheduling and activating social media posts across Facebook, Instagram, Twitter, Pinterest, LinkedIn and Snapchat... and whatever comes next.
- Helping, entertaining and calming customers and followers across the above platforms.
- Liaising with clients to ensure their requirements are understood and their smiles genuine. You'll act as PRESENT's de facto social media expert to provide confident and forthright recommendations.
- Reporting, analysing and living social media performance and making game-changing strategic recommendations as a result.
- Attending fashion events (in the UK and abroad) to generate and activate content on behalf of PRESENT Agency and our clients.
- Working collaboratively with the Creative and Content teams to develop innovative fashion campaigns.
- Managing budgets and boosting posts to most effectively meet specific KPIs. You'll know when paid activity is required to go that extra mile.
- Helping develop pitches and campaign ideas for prospective clients.
- Keep up-to-date with industry trends and share the next big thing with the rest of the agency.

### Skills and requirements:

- A passion for social media, fashion and digital innovation.
- 2+ years working across social media. Professionally, not just your own...
- Comfortable with lots of responsibility—you'll be posting direct to large, international, eagle-eyed social media audiences.
- Amazing organizational skills: managing your own time across multiple clients and platforms while meeting post frequency and customer service response targets.
- An excellent, intrinsic understanding of the fashion landscape and the role social media plays in the overall experience.
- Goal oriented, self-motivated, collaborative and proactive.
- Remain calm in a high-pressure environment and work alongside multiple teams.
- Possess an eagerness to acquire new skills.

**Permanent position. Competitive salary + bonuses**

**Applicants are requested to submit a C.V and covering letter outlining why you want to work for PRESENT Agency and what you can bring to the team to [james@presentagency.com](mailto:james@presentagency.com)**