
Account Executive

Margo Jones Agency — Covent Garden

About Us

Margo Jones is a **woman-owned, woman-led creative agency** working at the intersection of theatre, culture and brand.

We create bold, audience-first campaigns for the West End, subsidised theatre and some of the most exciting organisations in the creative industries. From major commercial productions to boundary-pushing cultural work, we build campaigns that cut through.

We're small, ambitious and growing fast. Everyone on the team is creative and strategic.

Our office is in **Covent Garden**, at the centre of London's theatre and creative scene.

The Role

This is not a typical Account Executive role.

This is a **hybrid position working directly with the CEO**, designed for someone who wants to be in the room, close to the work and building a career in the creative industries.

You'll be at the centre of everything:

- Campaigns launching in the West End
- Brand projects across culture and entertainment
- Day-to-day agency operations
- High-level conversations with producers, clients and partners

You'll need to be **sharp, organised, proactive and incredibly detail-oriented**.

What You'll Be Doing

Campaigns & Marketing

- Support the delivery of marketing campaigns across clients
- Coordinate campaign assets (artwork, trailers, listings, press materials)
- Help manage social channels and content scheduling
- Update websites, listings and campaign platforms
- Track campaign performance, ticket sales and audience data
- Support paid media campaigns and reporting
- Assist with press nights, guest lists and industry events
- Write copy for email, social and campaign materials

Executive Support

- Be the CEO's right hand: diary, scheduling, priorities
- Keep everything moving—meetings, follow-ups, actions
- Draft emails, decks and key communications
- Act as a point of contact for clients, producers and partners
- Support business development, proposals and research
- Help manage the flow of a busy, fast-moving agency

Agency Operations

- Keep things organised: files, contacts, campaign materials
- Support finance admin (invoices, budget tracking, data entry)
- Coordinate across the team and external collaborators
- Help make the agency run smoothly day-to-day

Who This Is For

We are looking for someone at the early stage of their marketing career with at least 1-2 years of experience working at an agency, venue or with a producer. While we love working with people from other industries, at this time we are only considering applications from people who have worked in theatre, performing arts or live entertainment.

You are:

- Highly organised and detail-focused
- Proactive; you don't wait to be asked
- A strong writer and communicator
- Interested in theatre, culture and creative industries
- Calm under pressure and able to juggle multiple priorities
- Comfortable working closely with senior people

Bonus points if you:

- Understand social media and digital marketing
- Have worked with budgets
- Are comfortable using Notion to manage tasks

What It's Like to Work Here

- Collaborative, supportive and direct
- High standards, high trust
- Close access to leadership and decision-making
- We're lucky to say that we're super busy!
- Real opportunity to grow quickly

We're building something really exciting, and you'll be part of it.

Practical Stuff

- Full-time role
- Hybrid working (Covent Garden office + flexibility)
- Some evening/weekend work for events and press nights
- **Salary: £28,860.00 per annum**

How to Apply

Send your CV and a short cover note or video telling us:

- Why this role (not just any job)

- What you're interested in building a career in
- Why you'd be good in a fast-moving, creative agency