

Junior Marketing Executive (PR)

HeadBox is on the lookout for a Junior Marketing Executive to join our rapidly expanding team. We're the UK's fastest-growing event tech brand, on a mission to reinvent the global events industry through technology.

Since our launch in late 2015, we've received £11 million worth of investment and we now employ a team of 35 staff members, based in Aldgate, London. Our platform, www.headbox.com and ecosystem of software products unlock brilliant events for bookers, businesses and venues across Europe.

Having closed our funding we are looking forward to an exciting growth phase with a focus on product development and expansion into the US.

The Role

You will be responsible for creating engaging SEO content that brings online visitors to headbox.com and helps them to get ready to send a party or event brief into our huge network of inspiring venues.

Responsibilities

- Digital PR - Working with the rest of the marketing team to brainstorm, plan and create digital PR campaigns.
- Data gathering - finding data from which we can draw interesting insights as part of campaigns.
- Discovering contacts - finding the journalists and website owners you'll approach to feature our content.
- Pitching - outreaching and successfully pitching in our content.
- Content creation - writing PR content for our campaigns and website content that's optimised for SEO.
- Reporting on your activities to your line manager and the marketing team.

Requirements

- Outgoing - you'll be representing HeadBox to lots of new people online and on the phone, building instant rapport.
- Confident - you're not put off by the inevitable knock backs that are part and parcel of pitching content. Instead, you're even more fired up to win the next one.
- Willingness to learn – there is a lot to learn about SEO, the market and about our

company so a desire to learn is essential for the role. We'll train you up, but reading up on these topics is always a good thing.

- A sense of ownership - we'll give you a lot of responsibility from the get go. In return, you'll proactively take charge of managing your own projects, solving problems as they arise and completing them on time.
- Attention to detail - your words will be key in how HeadBox is presented to the world. Impeccable spelling, punctuation and grammar are a must, and it should be second-nature to you to always proof your copy.
- Be great to work with - we're looking for someone who embodies the HeadBox values of brilliance, integrity, empathy, and curiosity.
- We welcome transferable skills - if you do not meet all the requirements but believe you could be an awesome marketing executive, we encourage you to apply!

Package and Perks

- £25k salary
- 36 hour week with flexible hours and flexible working- we trust you to get the job done, wherever you are
- Free volunteering days to help with the HeadBox Social Mission or one of your choice
- Regular training sessions with Senior Management, external providers and speakers
- Your own MacBook
- Cycle to work scheme
- Thursday office drinks
- HeadBox committees

HeadBox is 100% committed to building a diverse and representative team. Whatever your race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability - we would love to hear from you.



Katherine Mugan
Head of SEO

careers@headbox.com
020 7993 5353
www.headbox.com