

# GENTLEMAN'S JOURNAL

## Project Manager

### The Details

Gentleman's Journal is looking for an experienced Project Manager to lead and manage all commercial and client activity within the GJ portfolio, across print, online, video, events, branding, and will be a key figurehead under our newly formed contract publishing arm of the business, GStudio.

Gentleman's Journal is expanding, so this is a new role. Supporting the Publisher, Editor in Chief and the COO, and working with a small team consisting of a Commercial Manager and a Commercial Editor, the right candidate will be eager to join a fast-paced company that creates beautiful content and innovative experiences for some of the world's best-known luxury brands.

Joining from a background role of account management and sales in the media industry, the Project Manager will be the main point of contact for all of our clients and agencies, professionally and consistently communicating with both internal stakeholders and external brand managers to deliver the best possible creative solutions, from concept to delivery to post-sales activity, ensuring that commercial campaigns are managed faultlessly and client goals are always exceeded.

A passion and understanding for all things Gentleman's Journal is a must, including politics, style, culture and entertainment, as is a big book of industry contacts, a charismatic and dynamic personality, a hard-working and results-driven ethos, plus a keen understanding of how to make great content work across all platforms while diversifying revenue.

Apply with your CV and digital portfolio before Friday 29th June to [Emma@thegentlemansjournal.com](mailto:Emma@thegentlemansjournal.com) and [Gemma@thegentlemansjournal.com](mailto:Gemma@thegentlemansjournal.com)

### Key areas of responsibility:

- Create campaign plans to meet client objectives, build strong relationships and exceed client expectations
- Collaborate with the sales team, Editor in Chief, Publisher and Head of Creative Partnerships to put together effective proposals, pitches and answer client briefs
- Give advice on production costs, past campaign performances and client insight in order to deliver a deck that meets the brief
- Project manage the execution of briefs, including briefing in the creative internally across digital, print, video and GStudio, and work with them to help build assets and creation of content
- Update every stakeholder and client every step of the way with industry-recognised best practice
- Focus on retention and rebookings, while delivering a first-class client service that goes above and beyond the live campaign
- Build long-term relationships with agency and clients through regular meetings, phone calls, emails
- Using reporting processes to update both clients and internal stakeholders throughout each individual campaign
- Proactively look for ways to add value across campaigns to both clients and GStudio
- Be aware of all activity booked by clients, from print to digital to video
- Be aware of sales targets and help monitor budgets
- Produce analysis and insight at the end of the campaigns and report back to both COO/Editor in Chief/Publisher, and the client

- Set up kick-off and wash-up meetings to comprehensively manage the campaign from start to finish
- Introduce new systems and processes for work completed internally, managing time spent on each campaign and using it to reflect the cost brought into the company
- Responsible for collation of campaign data for use across future activity

**The person:**

- Attention to detail
- Collaborative
- Fantastic communicator
- Commercially aware and sales driven
- Excellent customer service
- Knowledge of CRM tools and how to pull data from them
- Self-motivated and able to manage own workflow
- Flexible, personable attitude with an innate ability to develop excellent professional relationships at all levels
- Knowledge of web technologies
- Web tracking and reporting expertise, such as Google Analytics
- Solid network of media industry contacts
- Track record of growing revenue
- Ability to handle multiple projects and meet deadlines without fail
- Highly numerate
- Lateral and creative thinker
- Extremely strong verbal communication skills
- High proficiency in Excel and Keynote