



PULLSPARK ACCOUNT DIRECTOR

Office Hours: 9:00 AM–5:00 PM

30% Travel

The purpose of the Account Director is to think strategically in account relationships for PullSpark Clients. The PullSpark Account Director is a key player on the team, and responsible for elevating the creative space when it comes to all videos and client needs. With a commitment to excellence for every client, the PullSpark Account Director will continually work to elevate her/his skills to best enhance the PullSpark client experience.

Role Description:

- Responsible for the client relationship and growing the client scope of work with PullSpark
- To provide subject matter expertise in the area of live events, streaming, production and/or film
- To lead and project manage videos, events and campaigns through the areas of pitch decks, budgets, contracts, timelines, scheduling meetings, and logistics when it comes to preparing deliverables for clients
- To strategically think for clients and clearly communicate to the PullSpark team the goals of the clients needs
- To expand client spending with PullSpark
- To look for new opportunities within the client relationship or cross functional teams
- To work alongside assigned Project Manager to ensure the *Make It Happen team* is set up to execute on the project
- Accountable for being aware of, and involved in, project leveling and ensuring that all initiatives support the client's brand and overall strategy
- Lead all client meetings, setting expectations for key deliverables, team roles and next steps
- Work with leadership to anticipate and resolve internal team and client issues as they are identified, and utilize the support of the leadership team as needed
- Identify and foster account growth opportunities and future income streams
- To clearly communicate timelines, deadlines, and process to client
- To be a key representative of the PullSpark culture on video sets and events
- To attend networking events and assist in business development of new clients

Required Experience, Education, Demonstrated Skills, and Abilities

- Bachelor's Degree (BA or BS) required
- 2–4 years of agency experience
- Strong verbal and written communication skills
- Ability to effectively collaborate with different people and work styles
- Strong presentation skills
- Familiar with reporting tools, excel, etc.

Key Attributes

- Subject matter expertise in live events, production, and/or film
- Ability to communicate creative concepts and problem-solve in the moment for clients
- Ability to manage several projects going on at the same time
- A strong commitment to meeting timelines and deadlines
- Flexible with a positive attitude
- A commitment to staying until the work is done
- A commitment to treating PullSpark clients and the PullSpark team with the utmost honor

Work Week

- General Office Hours: Monday–Friday, 9am–5pm
- Some weekends and nights required based on shoot/event times
- Take Back Days – When working an event that requires long hours, travel or weekend you are given take back days

About PullSpark

PullSpark is a strategic content agency that writes, produces and creates videos, events and other visual experiences. Our scope of work ranges from online streaming, live event production and programming - all with a narrative approach to the story. We are a fast-paced environment with a growing staff, located in Atlanta, GA. In Office + Remote: 5553 Peachtree Rd. Suite 140 Chamblee, GA 30341