

One Lucky Guitar, Inc.

Employment Opportunity

Account Manager

August 2021

ACCOUNT MANAGER

At One Lucky Guitar, the first point of contact in our client relationships is the Account Manager. This OLG'er leads with great service, strategic ideas and a commitment to business development, working with both our clients and our internal team to solve complex problems and create amazing results.

OLG is home to spirited collaboration and shared victories. We find inspiration in being part of a unified and powerful team, which includes the people we work *with*, the people we work *for*, and the partners we work *alongside*.

The Account Manager's primary areas of focus include:

- Creation and management of detailed marketing plans, campaign and project briefs, and budgets (proposals, estimates and invoices).
- Day-to-day communication, meetings and project management with a ~dozen clients, from diverse and interesting industry sectors.
- Working directly with OLG's creative project manager, producer and creative team to ensure projects are on-target, on-time and on-budget.
- Managing and reporting key performance indicators to meet client and internal goals, assessing the success of projects and campaigns.

Additional responsibilities include:

- Business development; RFP responses, networking and presentations.
- On-set management responsibilities for photography, videography and events.
- All OLG'ers: Foster collaboration, nurture teamwork and promote communication and healthy relationships with clients, colleagues and strategic partners. We're not just order takers, but work alongside our clients to develop new, problem-solving ideas that strengthen our work together. We commit to professional development, learning and research to continually assess and improve our workflow.

Qualifications

- Highly organized with strong attention to detail.
- Strong written and verbal communication skills.
- Experience in fast-paced agency *a plus*.
- Experience coordinating web deployment, print production, media placement and video production *a plus*.

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Characteristics

- Humble, hungry and smart.
- Positive and resourceful approach to solving problems.
- Grit; driven to do great things.
- Comfortable in an active, deadline-driven workplace.

About One Lucky Guitar, Inc.

One Lucky Guitar is a boutique creative agency in downtown Fort Wayne, IN. *We communicate brand soul*, through a wide range of services—from brand consulting to creative strategy, digital campaigns to product launches, experiential events to video production—for diverse, purpose-driven clientele.

Benefits

- Join a team of incredible, driven, fun-loving OLG'ers
- Terrific office on the near-SE side of downtown Fort Wayne
- Retirement match
- Best-in-class health insurance, along with vision, dental, life and LTD plans
- Profit-sharing

Interested? Questions?

Please email OLG principal, Matt Kelley, at matt@oneluckyguitar.com.

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