



OLG 2026 Employment Opportunity

Account Associate
May 2026

ACCOUNT ASSOCIATE

About One Lucky Guitar

One Lucky Guitar is a boutique creative agency in downtown Fort Wayne, IN. *We communicate brand soul* for purpose-driven clients in four industry sectors: community and place branding, consumer products, nonprofit and philanthropic, and professional services.

Position Overview

The Account Associate plays an integral role in managing the day-to-day flow of work across client accounts. This position goes beyond basic coordination—requiring sound judgment, proactive problem-solving, and the ability to anticipate client and team needs.

You'll work closely with Account Managers, Creative Project Manager and other members of the Creative team to keep projects on track, communications clear, and deliverables aligned with client expectations.

This role is ideal for someone with a few years of agency or marketing experience who's ready to take on greater responsibility and grow their career.

Key Responsibilities

Account & Client Support

- Support Account Managers in developing agendas, leading portions of client meetings and projects, and maintaining momentum between touchpoints
- Build a strong understanding of client businesses, goals, and brand frameworks
- Help identify potential risks or gaps and proactively propose solutions
- Serve as a day-to-day point of contact for select client communications, ensuring responsiveness and clarity
- Help coordinate and manage OLG's business development efforts—including supporting lead management, discovery meetings and proposal production

**ONE
LUCKY
GUITAR**.INC.

1301 LAFAYETTE STREET
SUITE 201
FORT WAYNE, IN 46802

260 969-6672

ONELUCKYGUITAR.COM



OLG 2026 Employment Opportunity

Account Associate
May 2026

Key Responsibilities, continued

Project & Workflow Management

- Collaborate on project timelines, ensuring deliverables stay on track across multiple accounts
- Manage feedback loops, synthesize client input, and help guide revisions efficiently
- Maintain clear documentation of project status, next steps, and approvals

Operational & Financial Support

- Assist with drafting estimates and tracking budgets
- Support estimating and invoicing, and ensure financial details are accurate and up to date
- Help improve internal processes and workflows to increase efficiency

Quality Control

- Review deliverables for accuracy, consistency and alignment with strategy and brand standards, and be the main point of contact for project reviews
- Ensure all client-facing materials meet a high level of polish before presentation

Qualifications

- 3–5 years of experience in a marketing, branding, or advertising environment
- Demonstrated ability to manage multiple projects and deadlines with minimal oversight
- Strong communication skills, with experience interacting directly with clients
- Highly organized with excellent attention to detail
- Ability to think critically and solve problems proactively
- Comfortable working in a fast-paced, collaborative environment
- Proficiency in Google Workspace; experience with Basecamp is a plus

**ONE
LUCKY
GUITAR** INC.

1301 LAFAYETTE STREET
SUITE 201
FORT WAYNE, IN 46802

260 969-6672

ONELUCKYGUITAR.COM



OLG 2026 Employment Opportunity

Account Associate
May 2026

What Makes Someone Successful in This Role

- Embodies a humble, hungry and smart work style
- Takes ownership of work and proactively follows through without needing constant direction
- Anticipates needs and identifies solutions before issues escalate
- Communicates clearly, confidently and professionally with both clients and internal teams
- Shares a positive outlook and hospitality mindset
- Balances big-picture thinking with strong attention to detail
- Thrives in a small-team environment where adaptability and initiative matter

OLG Team Values

- Camaraderie
- Empathic
- Fun
- Gritty
- Imaginative
- Resourceful

Why Join Us

- Small team, meaningful work, real impact
- Direct access to all OLG'ers
- A culture that values thoughtfulness, craft and collaboration
- Opportunity to help shape both the work and the way we work
- Salary: \$50,000–55,000

Working at One Lucky Guitar, Inc.

We offer competitive salaries, terrific benefits (health, retirement), schedule flexibility (including 4/5 workweeks, summer hours and WFH options), and an untouchable commitment to going three-for-three on our ideology:

- Work *with* people we trust
- Work *for* people we respect
- And to do work we can *believe in*.

Interested, or have questions? Email Matt Kelley at matt@oneluckyguitar.com.

**ONE
LUCKY
GUITAR**.INC.

1301 LAFAYETTE STREET
SUITE 201
FORT WAYNE, IN 46802

260 969-6672

ONELUCKYGUITAR.COM