



### **Account Manager, VICE/Virtue Worldwide**

VICE is an international media company with offices in more than 30 countries worldwide and a growing portfolio of media properties, including VBS.TV, VICE Music, VICE Films, VICE Books and VICE Magazine. For more information, visit <http://www.VICE.com>

#### **OVERVIEW**

Virtue Worldwide is VICE's in-house strategy and branding division. We are looking for Account Managers to oversee client-facing programs from concept to execution. The Account Manager will report directly to the Account Director and/or Group Account Director.

#### **ROLES AND RESPONSIBILITIES**

- Support the Account Director with full scope of program management activities
- Participate in developing strategy, including research and assessing competitive landscapes to hit client objectives
- Coordinate delivery of work across in-house departments (i.e., production, marketing, communications, design, sales, creative, experiential)
- Prepare and manage reports including detailed program trackers and production content schedules
- Determine, distribute and track daily deliverables for the larger team
- Assist in managing program budgets and internal reporting
- Manage relationships with vendors and execution timelines
- Promptly respond to requests from the Account Director and superiors

#### **QUALIFICATIONS**

- 3+ years of experience in project management or related field of work
- Proactive, industrious, driven and extremely organized
- Deep curiosity and knowledge of culture, media and technology
- Strong presentation and interpersonal skills
- Able to handle a heavy workload in a fast-paced environment
- Adept at working efficiently across teams
- Excellent written and verbal communication skills
- Experience with Mac computer programs and Microsoft Office

#### **COMPENSATION**

VICE offers a comprehensive benefits and compensation package that is commensurate with experience and abilities.

#### **HOW TO APPLY**

Please send a detailed cover letter, resume, samples of your work and salary requirements via email to [vicecareers@vice.com](mailto:vicecareers@vice.com), and reference "ACCOUNT MANAGER" in the Subject line.

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