

JOB DESCRIPTION - COMMUNICATIONS MANAGER

<https://www.linkedin.com/jobs/view/2896524921/>

Opening: Jan 25, 2022

Start date: ASAP

About Us

Albiñana is a leading content Production Company. With its headquarters in Barcelona and its other bases in Madrid, Portugal, France, and Panama, Albiñana operates globally. *Our mission?* Bringing clients' dreams & idea briefs to reality – we say that “if you can dream it, we can achieve it!”.

We use our 40+ years of life to embrace innovation and reinvention as our core philosophy, and utilize our experience to always say "YES": putting our creative problem-solving skills at the service of our partners and clients, there is nothing we cannot create or produce!

Job Description

Albiñana is looking for a Communications Manager whose tasks will include:

Communication:

- Develop the annual communications plan, including for events such as new partnerships with directors, the new Sustainability Green Action Plan for Green Shooting, or the company's new Diversity, Equality & Inclusion (DEI) program.
- Manage all social media enquiries daily and ensure that all messages and stories are on brand and in line with the strategic objectives of each Albiñana's marketing plan.
- Identify key actors for increasing external awareness on the company and build towards its improving reputation.
- Develop a calendar of engaging key events and outreach activities.
- Raise awareness on the ongoing positive changes Albiñana is implementing in regard to Agenda 2030 and the DEI agenda.

Management:

- Oversee the organization of events & outreach activities that increase the intl. fame of Albiñana.
- Create and manage a brand ambassador program.
- Organize and lead regular updates and brainstorming sessions with the Management & International teams.
- Closely manage the communications budget with a focus on a return on marketing investment.

Coordination:

- Work closely with management, the production teams and the international department to identify strategic partnerships or actors (directors, talent associations for casting, new partner agencies or clients, sponsorships, media...).
- Ensure that communication is clear between departments and that there is a flow of information.

- Collaborate with partner brands to integrate their news for joint communications and further capitalize on any media opportunities.
- Maximize endorsement from key stakeholders and coverage from key players (ex: APCP, Green the Bid...).

Reporting and monitoring:

- On an annual basis, review and update the crisis communications plan.
- Measure and report on the ongoing effectiveness of all PR campaigns and marketing communications activation.
- Maintain knowledge of trends/news in the Film Production, Advertising & Entertainment industries on a regular basis, and provide information to the team during meetings.
- Attend industry events, webinars, and workshops whenever possible, to be determined on a case-by-case basis. May require travel.

The Successful Applicant

A great candidate to the vacancy will gather the below characteristics:

- Bachelor's degree in journalism, comms, marketing, or related discipline. Master preferred.
- Experience in the advertising and film-making sector or related experience preferred.
- Incredibly organized professional with strong project management skills, inherent attention to detail and the ability to multi-task and prioritize among a heavy workload.
- Positive attitude, proactivity and initiative to suggest new lines of action and get things done beyond just "what is told".
- Team player with great interpersonal communication skills, with great ability to motivate oneself and others.
- Fluency in Spanish and English. Knowledge of other languages is an advantage.

What's On Offer

This opportunity offers great room for rapid progress and increasing responsibilities are guaranteed upon satisfactory performance. Compensation and conditions to be discussed at later stages with successful candidates.

Contact

If you are proactive, results-driven, great at communicating and motivated to design great & engaging actions and see them implemented for real/sustainable change, send us your CV and a brief paragraph explaining how your profile fits the position to patricia@albinana.com. PLEASE INCLUDE COMMS MANAGER + YOUR NAME IN THE SUBJECT LINE OF YOUR EMAIL.

Kindly include your contact details (phone number with your international prefix) to be contacted upon your success in the screening process.