

**Job posting title:**

Senior Account Executive, Public Relations

Carol Fox and Associates, a Chicago-based public relations and digital marketing agency, is seeking an **experienced** publicist to join our growing PR team. The candidate **must** have a minimum of five years' experience publicizing for arts, entertainment, and lifestyle clients.

The company's environment is dynamic and fast-paced, with a client roster that boasts many of the city's well-known arts organizations, events and institutions. Some of the agency's top clients include the Immersive Van Gogh Exhibit, The Office Experience, Art on theMART, Banksy, WNDR Museum, Hubbard Street Dance Chicago, Windy City Playhouse, Teatro ZinZanni, 21C Museum Hotel, Fashion Outlets of Chicago and the Rosemont Entertainment District.

**Qualifications**

The candidate will have a **minimum of five years** public relations experience (internships not included) and have established relationships with Chicago media, bloggers and social media influencers. Other qualifications include the ability to multi-task and an enthusiastic personality.

**Responsibilities**

- Create public relations campaigns including strategies, goals, timelines and budgets
- Serve as the liaison with the client and the CF&A team
- Write press releases, media advisories, public relations plans and activities reports
- Pitch and secure placements and cultivating relationships with local and national journalists
- Plan, execute and staff media events
- Staff meetings, photo and video shoots and interviews
- Compile and present project reports to clients
- Oversee support staff and interns

**Skills needed**

- Excellent writing and verbal communication skills
- Ability to problem solve
- Social media expertise
- Proficiency in Microsoft Word, Excel and Outlook
- A good work ethic and sense of professionalism
- Knowledge of the entertainment and cultural scene in Chicago
- An established relationship with Chicago journalists
- The ability to juggle numerous projects simultaneously
- The flexibility to work weekends, early mornings or evening events as required
- A great sense of humor

This is a full-time, salaried position to begin immediately. The salary is commensurate with experience. Benefits include medical insurance, optional dental and vision insurance, short-term and long-term disability, a 401K savings plan, vacation pay, PTO, great co-workers ,and access to some of the top arts and entertainment events in Chicago.

Carol Fox and Associates is a certified Women's Business Enterprise and is proud to be an equal opportunity employer. CF&A is committed to creating a diverse and inclusive environment and considers all qualified applicants without regard to race, religion, color, national origin, gender, gender identity or expression, disability, age, or veteran status.

To apply, **send a cover letter with salary requirements and resume** to [carolf@carolfoxassociates.com](mailto:carolf@carolfoxassociates.com).  
***Please do not apply unless you have worked in a public relations capacity for at least five years..***