



Boutique Award-Winning PR Firm Seeks Experienced Account Executive/Senior Account Executive/Account Manager

Durée & Company, an award-winning boutique PR, marketing and special events firm, is looking for sharp, talented, overachievers to join our incredible team and gorgeous new expanded office.

You are the ideal candidate if:

- You are a multi-tasking machine. No job is too big or complex.
- You are all about getting it done. You execute on time, every time.
- You are amazing under pressure; you even thrive under it.
- You are naturally persuasive. You could sell ice to an Eskimo.
- You are self-motivated.
- You know how to work on and with a team to get the job done.
- You are a professional in the way you think, behave, act, and dress.

Beyond this, you must have experience in PR as well as the skill set PR requires. Additional requirements:

- You have a bachelor's degree and the following experience:
 - Account Executives must have 2-3 years experience
 - Senior Account Executives must have 4-6 years experience
 - Account Managers must have 7-10 years experience
- You have a portfolio of media placements in any or all of the following industries: nonprofits, restaurants, lifestyle, entertainment, travel, business, legal, real estate and medical.
- You can write compelling stories, pitches and other PR materials.
- You have experience pitching national, regional, and local media.
- You have solid relationships to bring to the firm.
- You have a solid understanding of the business, and can create PR strategies and media plans.



- You are strategic and can identify media opportunities and originate placements.
- You have great knowledge of social media, including Facebook, Twitter, Pinterest, LinkedIn, and Instagram.
- You have a working knowledge of Cision, Constant Contact, Microsoft Office for Mac

Pluses: Bilingual, graphic design, knowledge of AP Stylebook

At Durée & Company, we are insanely passionate about PR and take great pride in delivering and making the client happy. We are looking for a true fit for the team, and this is someone who is not only willing to meet the demands of living a true PR lifestyle, but loves it! This includes attending and hosting events, and networking with members of the media and clients on evenings and weekends.

If this sounds like you, and you know you can knock our socks off while being part of a fun, fast-paced work environment, send your resume to us. Please do not call or show up at our office. We are a very busy office. If you call or show up, regrettably your resume will be removed from the pile for consideration.

Please email info@dureeandcompany.com with your resume and cover letter. Put the phrase "I Love PR" in the subject line, so we know you pay attention to all details.

No recruiters or phone calls, please.