

# PURPLE

LONDON NEW YORK LOS ANGELES

## About Purple:

The leading Lifestyle communications agency, Purple are global specialists with a combined expertise and range of services that is unique within the market.

Creative, culturally connected and driven, we align business ambition and cultural energy for commercial success.

We are independent in philosophy, attitude and operation. Offering both a boutique and in-house approach, individually tailored to the client's business objectives.

We work with leading international brands and next generation ground breaking talent across fashion, beauty, music, lifestyle and property.

We are Global. We service our clients internationally from offices in London, New York and LA, working collaboratively as one team to represent brands globally.

In 2016, Purple launched a Talent and Brand Partnerships division focussed on representing a roster of talent and managing brand partnerships across fashion, art, beauty and lifestyle.

## The Role:

Our London office are currently looking for a **Junior Talent Assistant** to join their busy team. This entry-level position specifically supports the Talent and Brand Partnerships Manager and the division as a whole. Ideal candidates should have an interest in fashion and culture, an ability to work across multiple projects, and meet deadlines in a fast-paced environment.

## Responsibilities:

- Day to day management of clients including managing schedules and creating itineraries (e.g. for London Fashion Week)
- Monitoring press coverage of clients
- Seek press opportunities for clients
- Assist with research for commercial opportunities for clients, and the ability to develop relationships with brands
- Portfolio and website management
- Creating presentations for our clients (a knowledge of PowerPoint is essential)
- Assisting the Talent and Brand Partnerships Manager as well as the Head of the Division on various projects
- Create various systems for the division as it grows, including working on sending mailers our global network
- Co-ordinate shoots where necessary
- RSVP management for clients
- Dressing requests for clients

**Requirements:**

- Competent with Microsoft Outlook, Word, Excel, PowerPoint
- Good communicator and confident at building internal and external relationships
- Excellent written skills and attention to detail
- Organised and conscientious with efficient time management skills and the ability to work effectively to agreed deadlines.
- Enthusiastic, driven and a strategic thinker with the ability to adapt to changing business requirements
- Strong understanding of the media landscape
- Experience communicating with VIPs
- Demonstrates discretion with VIP client information

*Location: London, W1*

*Hours: 37.5 hours per week*

*Please send your CV and a supporting cover note to [careers@purplepr.com](mailto:careers@purplepr.com) explaining why you are suitable and interested in this opportunity.*