

**Job Details**

<b>Job Title</b>	AV Manager	<b>Line Manager</b>	Megan Connell
<b>Salary</b>	£33,500 per annum + benefits		
<b>Department</b>	AV (Linear TV, Video, Cinema)		
<b>Location</b>	Edinburgh		
<b>Hours</b>	36 per week	<b>Permanent or Fixed Term</b>	Permanent (3-month probationary period)

**Diversity and Inclusion Statement**

Republic of Media is an equal opportunities employer, committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We actively aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply. Please advise of any reasonable adjustments that we can make to allow you to apply and at any stage in the process.

**Who are Republic of Media?**

With offices in Manchester and Edinburgh, Republic of Media is an agency with an emphasis on creativity combined with commercial focus. We specialise in communication planning, media buying, brand building, digital media and innovation.

We plan and buy advertising space on behalf of clients such as bet365, The Scottish Government, Magners Cider, Skipton Building Society, Tennent's Lager, Highland Spring, Transport for Greater Manchester, Slimming World, Beaverbrooks and many others. We are a talented and fast-growing team, currently of 80+ people.

**The Role**

We are looking for an AV Manager to join our team in Edinburgh. This position will be predominantly working on one of our agency's largest accounts. You will report into an AV Account Director and be responsible for the full planning and buying process, from taking and developing the client brief, generating actionable insight for campaign success. You'll analyse data to gain insights, develop AV strategy and ideas, plan linear, video and cinema media, whilst working closely with your team's executive/trainee's.

We're looking for someone who is passionate, enthusiastic and loves working in an agency and media planning role. You will be a self-starter, happy to take the initiative and be comfortable coming up with new ideas / approaches to solve client and agency challenges. You will have a developed understanding of all AV channels. You will understand the importance of building relationships, both with the clients you work with and fellow agency colleagues. You will have gained prior experience in your career so far working on fast paced accounts that require speed of thought and action

**The Benefits**

As well as salary, you'll be part of a profit-linked company bonus scheme that has paid out at least 2 weeks salary in each of the last 10 years. Other benefits include:

- Flexible working policy (minimum 3 days in the office per week)]
- Permanent 4pm Friday finish
- Pension (after 3 months' service, with the company matching your contribution, resulting in 10% of your basic salary being saved into the Pension scheme)
- 33 days holiday inclusive of flexible Public Holidays & the seasonal office closure
- Enhanced parental leave
- Holiday purchase scheme
- Private medical insurance (opt-in) plus Vitality Wellbeing at Work as standard
- Fruit, snacks and barista quality, locally sourced coffee
- Long service awards and a great social programme
- A city centre base working out of high-grade offices with plenty of breakout / meeting space.

**Job Description**

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Lead a team of direct reports, showcasing expertise in leadership</li> <li>- Taking briefs from comms planning and working through the business challenge</li> <li>- Using a number of tools and systems crucial to AV media planning and buying process such as TechEdge</li> <li>- Analysis of data from multiple sources to generate insights that feed into AV media planning decisions and strategies</li> <li>- Creation of solid working relationships with key media owners</li> <li>- Negotiation of media buying across all AV channels</li> <li>- Creating client media schedules and proposals, managing campaign delivery and performance reporting</li> </ul>
<b>Deliverables / measures of success</b>	<ul style="list-style-type: none"> <li>- Able to operate at a high level with senior employee's/clients</li> <li>- Confident and daily use of AV media planning tools and systems which successfully create insight that leads into strategies</li> <li>- Successful time management of multiple tasks and adhering to set/agreed deadlines</li> <li>- Creating client media schedules and recommendation presentations that are of a high standard</li> <li>- Excellent written and verbal communication demonstrated daily</li> <li>- Strong client relationships</li> <li>- Successful management of client campaigns including delivery of activity and reporting</li> </ul>

<b>Key requirements, technical and person</b>	<ul style="list-style-type: none"><li>- Close attention to detail</li><li>- Analytical, you will be comfortable dealing with large amounts of data and turning it into useful insights</li><li>- Able to articulate thoughts and ideas in an effective and concise manner</li><li>- Strong written and verbal communicator, with a willingness to contribute both internally and with clients</li><li>- Inquisitive and enthusiastic with an interest in consumer behaviour and the media industry</li><li>- Client/customer focused with an ability to get things done.</li><li>- A radiator not a drain who emits a positive energy that rubs off on others around you</li><li>- Innovative and passionate, you will role model the Republic of Media values</li></ul>
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**Application**

To apply, please send your CV and covering letter outlining why you are a suitable candidate to [laurab@republicofmedia.co.uk](mailto:laurab@republicofmedia.co.uk)