



allied cleveland – account coordinator

Allied Global Marketing is hiring to fill an entry-level position for an Account Coordinator in our Cleveland office. The ideal candidate will be an outgoing and energetic team player with a passion for entertainment marketing. This position will assist in executing regional promotions and marketing campaigns for major entertainment clients. If you thrive in a creative, fast-paced agency environment and love entertainment, we want to hear from you!

Responsibilities

- Assisting on ideation and execution of general market campaigns for a portfolio of clients in the entertainment industry
- Developing and maintaining relationships with media, promotional contacts, market influencers, community leaders, and grassroots organizations
- Managing office administrative duties, including rep billing, staffing, meeting notes
- Planning and staffing events from start to finish, including creative and logistical execution
- Preparing research, recaps and reports for clients under multiple deadlines
- Participating in brainstorming sessions for a variety of entertainment clients

Qualifications

- 1+ year of related working experience preferred
- Bachelor's degree in Marketing, PR, Communications or a related field
- Ability to multi-task and handle a variety of clients and projects at the same time
- Strong attention to detail
- Excellent verbal and written communication skills
- Weekend and evening availability to work occasional events
- Interest in the latest platforms, apps, influencers and trends in social media

Allied Global Marketing is a full-service integrated marketing firm focused on the entertainment industry and consumer brands, specializing in delivering targeted programs on a local, regional or national basis. The firm has 22 offices in the U.S. and Canada, making it the largest privately held company of its kind in North America. Allied has a management team of creative, advertising, publicity and promotions specialists with unmatched depth of knowledge and industry experience. Current clients include film studios such as Walt Disney Pictures, Paramount Pictures, and Universal Pictures, television outlets including Netflix and the Food Network and specialty and in-home content providers such as Fathom Events, Walt Disney Home Entertainment and Universal Home Entertainment. www.alliedglobalmarketing.com

Please send cover letter and resume to: Anna Rizk at arizk@alliedglobalmarketing.com