

Marketing Assistant

ENGINE MHP & ENGINE MISCHIEF

We're the communications, PR and activation arm of ENGINE - comprising consumer specialists Mischief and corporate communications experts MHP, which together equals a 200-strong multidisciplinary team of strategists, influencers, brand consultants, curators, analysts, advisors, marketers, content makers and storytellers.

Together, we represent some of the most-loved, most-trusted and most intensely scrutinised brands in the country, including Asda, Huawei, JD Sports, Odeon, the RAF, Revolut, and Talk Talk.

Our work helps organisations engage with audiences and influencers from Government, the City, and financial markets, to consumers, healthcare professionals and many others.

What is the role?

MHP and Mischief are growing quickly, with more than 50 new clients in the past twelve months, and more than 30 new members of the team since January.

As a result, we're expanding our marketing team, and are looking for a Marketing Assistant to support a range of activity across MHP and Mischief.

This is a new, wide-ranging role which includes **organising events** (for example the industry-leading [30 To Watch Awards](#)); **coordinating award entries** (we're nominated for two PR Week Agency of the Year Awards); producing **digital and email marketing** campaigns; and helping teams to submit **new business proposals and pitches**.

It's an ideal opportunity for someone with excellent organisation skills, who's looking to work across two busy, ambitious agencies, across a variety of marketing and communications areas.

What are the main responsibilities?

Events:

- Managing [logistical arrangements for our events](#), including recording RSVPs and communicating with guests; managing venues, caterers and other suppliers; and assisting on the day.

Marketing:

- Coordinating [award entries](#) - owning our award entry tracker and timelines; drawing together material and completing entry documents; and administering the entry process and our attendance at subsequent award ceremonies.

- Producing email marketing campaigns – experience of DotMailer, MailChimp, Campaign Monitor or a similar platform would be advantageous.
- Updating MHP and Mischief's websites & social media channels, and Community Management on these networks; and using Google Analytics to track our performance.
- Maintaining our marketing content calendar and media grid and sharing updates with teams across Engine; monitoring and identifying profiling opportunities; and collating MHP & Mischief coverage reports.

New Business:

- Recording new business opportunities in our CRM system, and noting proposal and pitch timelines and similar administration.
- Helping teams complete common pitch and proposal content (for example collating and taking responsibility for our library of biographies, case studies, and agency information).

What we offer

You can expect a great working environment and superb benefits to match, including: Free breakfast at the in-house cafe, gym discounts, pension, season ticket loan, cycle to work scheme and much more!

Our unique structure and culture has meant we've featured in The Sunday Times' Best Company To Work For Top 100 list eight years in a row too.

How to apply:

Please submit your CV, as well a brief covering letter (no more than one side of A4) outlining your interest in the role, and why you're the right person for MHP and Mischief.

