



About **elements**:

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver, Colorado, in the RiNo Arts District, and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

Job Summary

An Account Executive in the 3D Identity Studio will manage select strategic accounts and projects. The Account Executive will build strong relationships with key accounts and in our community. This position will be responsible for developing and managing client relationships, coordinating with creative team and project managers to deliver superb creative, and final project execution while keeping projects on schedule and profitable.

Job Responsibilities/Duties

- Develop and manage relationships with 2-3 strategic accounts (Visa, Vail, & Lockheed)
- Develop account strategy to grow both our creative and production business within these strategic accounts to protect and grow our position
- Manage and develop hand off projects from studio lead
- Ability to manage 10-15 projects at the same time
- Ability to sell creative consulting services for Experiential Graphic Design
- Act as project/account lead for all internal and client facing meetings to include client kick off, internal and external design reviews
- Work closely with internal creative team to ensure client objectives and timelines are met
- Work closely with internal creative team to make sure we do proper research to understand our clients and set the creative direction for the opportunity
- Must be confident and compelling presenter
- Become a knowledge expert in our field and be able to tell our clients why what we do has such an impact
- Perform project check ins with internal creative team
- Create SOW's, design briefs and proposals for our creative services
- Manage our internal creative fees to ensure profitability
- Work with our internal PM's to create production/install budgets and proposals together
- Must be passionate about what we do



Team Job Responsibilities/Duties:

- Develop a team plan for how we divide and conquer with key accounts and projects
- Develop a team plan for how we cover our backyard design community for those developer and A&D firms that value what we do
- Target some key relationships we want to develop
- Get involved in something different and unique that will bring our studio revenue outside of the A&D community for example (Start Up Week, Developer Board, Tech Conferences, HR, etc.)

Team must forecast design and production/install revenue to Studio Lead

Experience/Requirements:

- Minimum 5 years of interior design, customer service, project management and or similar industry experience.
- Proficient in Microsoft Office (Excel, Word, and Outlook), time tracking and project management

This position is: Full-Time/Exempt

Salary Range:

- \$60,000-\$75,000 plus bonus

Work authorization:

- Candidates must be able to pass a background check and be authorized to work in the United States.

elements is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

For information on **elements** including more information on employee benefits and our company culture, visit our website at www.workplaceelements.com