

Business Development & Communications Manager Studio MB Ltd

Application Deadline: Monday 24th February 2020 at 17:00

About the Role:

Job title:	Business Development & Communications Manager
Employer:	Studio MB Ltd
Location:	Edinburgh, UK
Contract:	Permanent
Salary:	Dependent on Experience
Hours of work:	Full-time
Reporting to:	Founding & Creative Directors

Job Description - Key Duties and Responsibilities:

Studio MB, an award-winning exhibition and interpretive design agency, is looking for a creative Business Development & Communications Manager to join our friendly team in Edinburgh. You will be responsible for identifying new business opportunities, preparing high quality bid and tender submissions and managing the marketing and communications for the Company.

The successful candidate will be able to form a strong understanding of and communicate the Company's projects, positioning, philosophy and approach to a wide audience. They will have excellent administration and communication skills, be persuasive and personable.

This role is an ideal opportunity for an experienced candidate looking for a new challenge, but we're also open to hearing from candidates with relevant experience and potential, looking to get stuck in and take a step up in their career. If you have the necessary skills and ability and are motivated, enthusiastic and resourceful, we'd love to hear from you.

Key duties and responsibilities will include, but are not limited to:

New Business

- Working closely with the Directors to devise, develop and implement a business development strategy and to manage new business generation.
- Acting as point of contact for new business; proactively researching, identifying and monitoring new business leads and tender opportunities to review with the Directors.
- Working closely with the Directors to identify, develop and foster relationships and partnerships with key contacts, clients and stakeholders to create new business leads.
- Identifying opportunities to network and attend events, conferences, exhibitions and awards with the aim of meeting potential clients.

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- Managing, monitoring and updating new business portals, procurement sites and company databases.
- Working with internal and external teams to prepare, produce and submit high quality and compelling tender and bid submissions that meet all requirements in the brief and associated documents.
- Copywriting, proofreading, reviewing and editing tender submissions to ensure quality, compliance, consistency and accuracy throughout.
- Working with the team to develop, maintain and update a database of resources including: tender responses, staff and contractor CVs, case studies, fee rates, standard templates/responses, reference documents, project photography and images, films, awards, testimonials, certificates, press, policies and procedures and related content for use in bids and tenders.

Marketing & Communications

- Working closely with the Directors to devise, develop and implement the marketing and communications strategy for the Company to enhance our profile and positioning.
- Planning and producing engaging and targeted marketing materials and communications for range of purposes and audiences as required, including: presentations, website, social media, articles and press releases.
- Developing, maintaining and updating a database of resources and marketing collateral for use in awards and marketing materials.
- Managing and updating the Company's website, blog posts and social media channels, in line with the marketing and communications strategy and social media content calendar.
- Co-ordinating, producing and submitting award and competition submissions.
- Identifying story angles and appropriate journalists, publications and online platforms to engage.

Other Duties

- Working with the team to support monitoring and evaluation duties, including conducting feedback, reporting on outcomes and implementing learning to improve quality of work and submissions going forwards.
- Working with the team to review, streamline and improve current processes, documentation, databases and approaches, as appropriate.
- Compliance with company policies, procedures and legislation, including GDPR and Data Protection.
- Other duties as may reasonably be requested.

About You:

Person Specification

	Essential (E) / Desirable (D)
Excellent communication skills (written and verbal)	E
Excellent copywriting, proofreading and editorial skills	E
Excellent project management, time management and organisational skills	E
Ability to work as part of a team and autonomously	E
Ability to work well under pressure and to tight deadlines	E
Ability to grasp the big picture as well as the detail	E
Confident and proactive 'can do' approach	E
Strong IT skills with proficiency in MS Office (Apple Mac experience would be beneficial)	E
Ability to monitor, evaluate, analyse and report on data	E
Enthusiastic about leading business growth and able to keep on top of opportunities	E
Able to travel in the UK to attend events, conferences etc, where required (able to travel internationally where required would be desirable)	E
Knowledge and/or interest in creative industry	E
Educated to degree level	D
Experience in business development or bid management within a design agency, architectural firm or relevant creative industry	D
Experience of leading successful tender and award submissions with proven track record of securing new business and business development	D
Experience in Marketing, PR and communications, including managing, producing and uploading content for websites, social media and press releases	D
Experience in Adobe Creative Suite including InDesign and Photoshop	D

About Us:

Studio MB is a multi-award winning exhibition and interpretive design agency based in Edinburgh. We specialise in the planning, design and delivery of exhibitions and immersive visitor experiences for museums, sporting and heritage attractions, cultural destinations and leading global brands.

We have a diverse portfolio spanning the UK, Middle East and India and have successfully completed over 120 projects since our foundation in 2004. Our work has received numerous accolades and awards including a nomination for European Museum of the Year Award 2019 for The D-Day Story in Portsmouth and winning Best Public Space Design at the SBID International Design Awards 2018 for the Triumph Factory Visitor Experience in Hinckley.

Our multi-disciplinary team includes interpretive exhibition designers, graphic designers, project management and administrative professionals. This in-house expertise combined with our specialist sub-consultants, allows us to provide a complete range of services from masterplanning through to full turnkey design and build services.

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How to Apply:

To be considered for this role, you are invited to review the job description and person specification carefully and submit the following:

- Your Curriculum Vitae (CV)
- A covering letter detailing the ways in which you meet the job description and criteria in the person specification. The letter should include your present notice period and salary.

Please send applications via email or post to:

Craig Mann and Charlie Barr
Founding & Creative Directors
Studio MB Ltd
20 Hill Street
Edinburgh
EH2 3JZ

Email: hello@studiomb.co.uk

If applying via email, the subject title must state your name and the position that you are applying for. Applications directed to any other email address will not be considered.

Your application must reach us by the application deadline. Applications received after the deadline will not be considered. Please note that due to the volume of response, only those candidates shortlisted will be contacted.

Studio MB is an equal opportunities employer. All candidates must be eligible to work in the United Kingdom.

The closing date for applications is: Monday 24th February 2020 at 17:00

Further Information:

If you have any questions or you require any further information, please contact us via telephone: 0131 555 9355 or email: hello@studiomb.co.uk

You can also find us here:

www.studiomb.co.uk

Facebook, Twitter and Instagram: @StudioMBdesign

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