



MARKETING AND EVENTS MANAGER - NOTTING HILL, LONDON

Rupert Bevan Ltd is a furniture designer and maker with workshops in Shropshire and a studio/showroom in Notting Hill, London. We pride ourselves on our heritage in craftsmanship spanning over decades, working with interior designers, architects and private clients around the world to produce bespoke interiors rich in diverse styles, materials and finishes.

We have recently launched an ever-expanding furniture Collection and are looking for a bright, confident and enthusiastic Marketing and Events Manager to join our busy team.

KEY RESPONSIBILITIES

Marketing

- Conduct complete website management, design and updates
- Generate all social media content and manage scheduling (Instagram, Pinterest, LinkedIn, Later)
- Design, create and purchase all marketing/press/advertising collateral and sales brochures both in print and digital
- Organise and attend (where possible) all photography and videography shoots for marketing/press campaigns including “in situ”
- Assist with organisation and delivery of all aspects of the marketing strategy
- Liaise with Managing Director to have latest updates (eg. prices) for client and marketing/press communication
- Update all collateral/content as and when changes made, including pricing, design, finish, etc.
- Organise and maintain a clearly labelled filing system for all Collection related information (approved designs, specifications, stock photography, etc) for client and marketing/press communication
- Produce all guidelines for company branding, e-mail banners, stationery, signage, etc.
- Coordinate listing/posting/updating of all Collection items on third-party platforms eg. 1stDibs
- Visual merchandising of the London showroom – re-arranging every month

Research / Reporting

- Generate a monthly research report and analysis to include:
 - website and social media traffic
 - competitor information
 - other data relative to market trends and demand
- Present the above report to the Sales and Marketing team (to inform and drive sales and marketing direction) and the Design team (for new designs)
- Record and monitor Collection sales and report findings to the Collection team
- Be present in every Collection meeting be it in person or via phone

Events

- Organise company events (eg. client events, BIID talks, LCW etc.) and photograph for marketing purposes eg. social media
- Represent the Rupert Bevan brand at events – both internal and external