

# GENTLEMAN'S JOURNAL

**Job Title:** Head of Special Projects

**Location:** Knightsbridge, London

**Start Date:** ASAP

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## About Gentleman's Journal

Over the last ten years, Gentleman's Journal has built one of the most premium and influential men's luxury audiences in the world. Today, Gentleman's Journal is the premier lifestyle media publication, content agency and influencer brand for the modern gentleman — 'a curated handbook of the finer things in the world'.

Our current offering:

- [Gentleman's Journal](#)
- [GStudio](#)
- [GInfluence](#)
- [GJ Marketplace](#)

## The Role

Gentleman's Journal is looking for a senior individual to project manage and lead on all key client activations within the agency side of the business - GStudio.

Working with major clients with the Gentleman's Journal roster, as well as other third-parties, this role will manage all key campaigns in terms of content creation / shoots, events and influencer activations. This is a very exciting role for someone who loves working with globally renowned brands in the luxury space.

## Key Responsibilities

- Project management - multi-project management to tight deadlines, setting and maintaining timelines, hosting internal meetings and updating the client.
- Manage the entire planning process, including budgeting, site selection, vendor management, logistics, and event promotion.
- Content / social media - working closely with the Editorial and Design teams to develop content strategies, copywriting and reviewing the work of editorial specialists for marketing materials including social copy, websites, newsletters, thought leadership and stakeholder outreach.
- Collaborate with Design, Marketing and Sales teams to ensure that events are aligned with the company's brand and objectives.

- Build relationships with key stakeholders and third-parties to ensure high-quality events and cost-effective planning.
- Work with internal teams to identify opportunities to maximize project / event ROI, including sponsorships, advertising, and partnerships.
- Oversee project / event staff, including event coordinators, assistants, and volunteers.
- Manage post-project evaluations to identify areas of improvement and future opportunities.
- Reporting - lead on all client reporting post activations.
- Team Management - leading, managing and motivating across a range of specialisms including events, design, and editorial.
- Help with developing new business proposals and upselling to existing clients - support and participate in new business, including organic growth of your accounts where possible.

### Candidate Requirements

- 5+ years experience in project or event management.
- Excellent project management skills, including the ability to manage multiple projects simultaneously.
- Strong negotiation skills and experience managing budgets.
- Excellent communication and interpersonal skills.
- Proven ability to work effectively in a team environment.
- Experience managing staff.
- Excellent problem-solving skills.
- Highly organized and detail-oriented.
- Creative thinker and innovator.
- Ability to work in a fast-paced, high-pressure environment.
- Ability to work independently and as part of a team.
- Strong leadership skills.

### Culture & Benefits

- Leadership role within the team with fast growth opportunities.
- Central London located office at the bottom of a Belgravia mews surrounded by pubs and restaurants.
- Regular events, socials and team lunches.
- Young, social team.

*Gentleman's Journal is committed to a diverse and inclusive workplace. Gentleman's Journal is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.*

To apply please send your CV to [robbie@thegentlemansjournal.com](mailto:robbie@thegentlemansjournal.com).