



de Gournay

ASSISTANT SOCIAL MEDIA MANAGER

Role

de Gournay is looking for a highly creative and motivated Assistant Social Media Manager to join our creative HQ in London. As part of our marketing and PR teams, you will help tell the de Gournay story across our social media channels, engaging with global audiences and supporting brand management initiatives to create a cohesive and seamless omnichannel experience.

Working closely with the Brand Director, the Creative Producer, and the Social Media Manager, this role involves, assisting with social media account communication, management and scheduling, and supporting the execution of marketing campaigns that reflect de Gournay's artistry and vision.

As creators of the finest hand-painted and hand-embroidered wallcoverings, de Gournay is a family-run company committed to creating exceptional interiors around the world. Every product is entirely handmade, giving us the opportunity to tell endless stories through our bespoke creations. This role provides hands-on marketing experience within a collaborative, creative environment, offering the chance to contribute to a range of exciting projects while championing the brand.

Responsibilities

- Support creation and scheduling of social media content, including copywriting, graphics, and analytics tracking.
- Managing social media content, including posting, community engagement, and responding to comments and enquiries.
- Track engagement metrics, compile a monthly performance report, and analyse trends to recommend improvements.
- Collaborate with internal teams to gather content, align messaging, and maintain consistent brand voice across all social media platforms.
- Schedule TikTok and Pinterest content with already approved content and manage posting and comments.
- Assist Creative Producer at shoots with what is needed on the day (examples include arranging flowers, keeping the space tidy, aiding in setting up shots, sourcing props).

Skills and Qualifications

- Some experience in social media management, or marketing operations is desirable.
- Familiarity with platforms like Instagram and Pinterest.
- Understanding of social media algorithms and trends.
- Strong organisational skills and ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills, comfortable liaising across teams.
- Familiarity with social media platforms and content scheduling tools.
- Detail-oriented and proactive, with the ability to implement simple workflows and task tracking.
- Enthusiastic about supporting marketing campaigns, launches, and events.

LOCATION: London, Chelsea.

START DATE: Early 2026

This position is a full-time role based in our London head office. Applicants must have the right to work in the UK.

To apply, please email georgia.merritt@degournay.com