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**OVERVIEW**

Capsule is seeking a new crew member who possesses a natural inquisitiveness towards the world (both terrestrial and celestial), a core competency in crafting meaningful connections, and a knack for translating thoughtful design and strategic skill into stronger client relationships. The Assistant Account Executive at Capsule will support senior experience strategists with schedules and scheduling, proposal writing, internal coordination and managing client budgets. This individual will also have opportunities to participate in client strategy and the presentation of research, strategy, messaging and design work.

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**IN A NUTSHELL**

- Utilize talents in strategy, communication and writing to help collaboratively support Capsule work across a set of clients in diverse industries.
- Support experience strategists with coordination efforts internally, scheduling of sessions, managing details, keeping our team aware of budget parameters.
- Working closely with designers, copywriters, other strategists and researchers to deliver on client expectations and keep a positive, growing relationship with Capsule clients.
- Weekly updates on project status and keeping our team accountable to client deadlines and budgets.
- Often participating in highly collaborative team development sessions, strategic brainstorms, brand strategy sessions and naming projects.

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**QUALIFICATIONS**

- Bachelor's degree in a social sciences discipline, marketing, advertising, or other relevant area of study/life experience
- 1-2 years of working experience in an agency, marketing or related role
- Exceptionally detail oriented and displays a high level of organization
- Critical thinker, empathetic, organized, process-oriented, strong idea-generator, listener, synthesizer, strong written and verbal communicator, self-starter, team-player and wearer of multiple hats.
- And, if that's not enough for you, the ability to work in a flexible, dynamic, fast-paced, highly collaborative environment, working on multiple projects at once.

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**BONUS POINTS**

- Experience in InDesign, Slack and Microsoft suite
- Experience writing, editing and publishing in the form of blogs, email marketing or other forms.

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**ABOUT CAPSULE**

Capsule has refused to adopt a descriptor since 1999. We've strategized for billion dollar industries and non profits. Conducted research for brands both local and global. We've given new faces to startups and facelifts to businesses over a century old. We've named everything from apples to office chairs. Rebranded schools and orchestras. Crafted experiences for grocery stores and Super Bowls. Our refusal to limit our work to one specific industry, combined with the satisfaction we find from solving problems that others won't touch with ten foot poles, has earned us a long list of partners and an informative depth of experience in brand research, strategy and design over the last 20 years. So if you asked us to describe Capsule in two words, we'd say, "What's next?"

Clients we've grown with include Patagonia, Hydro Flask, Mattel, Minnesota Orchestra, Medtronic, Osprey Packs, SmartWool, Red Wing Shoes, Yakima, Herman Miller, Caribou Coffee, PepsiCo and Arc'teryx.

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**APPLY**

Interested? We've made reaching out as easy as possible. Seriously, we even took the risk of paper cuts off the table. Send your resume to Rachel Dille at [racheldille@capsule.us](mailto:racheldille@capsule.us). We'll be in touch if we like what we see. No walk-ins or phone calls, please.

Capsule is currently in the Minneapolis area. The Assistant Account Executive will begin as a hybrid position. This is a full time position. Only candidates with the requested experience will be considered. Candidates who are not US citizens or permanent residents must have authorization to work in the US before applying.