



Job Description

Job title: Content Executive

Reports to: Content Manager

Contract: 6-month fixed term temporary contract (Part Time – 3 days per week)

Salary: 24,000 pro-rata

Location: London (Whitechapel)

Purpose of job:

Held at The Old Truman Brewery in east London, D&AD Judging Week / Festival 2016 will be packed with an unprecedented number of events, talks and workshops, celebrating and showcasing the best in commercial creativity.

As Content Executive you'll primarily assist in the delivery of filmed and written content Judging Week, as well as assisting on other D&AD events and activities.

Specifically, you'll be required to

- 1. Manage the delivery of content at Judging Week**
- 2. Prepare and manage content delivery for other D&AD programmes**
- 3. Oversee the transition from Call For Entries to Judging to Ceremony**

You'll be required to work full time 17 – 24 April [Judging Festival], and during the Awards Ceremony week 16 – 20 May.

Responsibilities

- Delivery of Judging Week Content
- Point of contact for AV production at Judging Week
- Securing a partner to deliver Judging Week content
- Commissioning photography for Judging Week. Point of contact for photographer.
- Managing Liveblog at Judging Week
- Maintain website including updates during Judging Week

Skills & Experience:

- Min 2+ years writing copy for web, editorial and social content
- Min 2+ years film production experience including briefing, feedback / edits.
- Experience managing a Youtube channel
- Understanding of the creative industries landscape, including individuals, agencies and

studios and design / advertising blogs.

- Team working skills
- Experience managing a content plan
- Good at working with multiple stakeholders
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Person

- Finds solutions not problems
- Creative thinker
- Self motivated, pro-active and goal orientated
- Able to work under pressure and take initiative
- Able to work as a team player, in a busy and fast moving work environment
- Able to work additional hours if required
- Fast learner