



Events & Special Projects Content Coordinator

Reports to:	Senior Manager, Events & Special Projects
Location:	London
Salary:	£24k
Contract:	1 year, with a view to becoming permanent for the right candidate
Purpose of the Role:	To deliver the D&AD programme of content to a world class standard, with a focus on the D&AD Festival 2017/2018

We are looking for someone creative and filled to the brim with new ideas, to manage the programme of content for D&AD year round events, with a focus on the D&AD Festival. Highly motivated, with a desire to shoulder responsibility, you will need to be very well organised with meticulous forward planning. We need to be able to rely on you to meet targets and deliver promised outcomes under pressure of multiple deadlines.

You will need to be a charismatic ambassador for D&AD; a confident and effective communicator able to liaise with all project stakeholders and partner organisations. You'll need to be approachable, and consistent in manner - enthusiastic, energetic and friendly – committed to equal opportunities, tactful and discreet. It is important that you are extremely personable and not afraid of picking up the phone when the occasion calls.

You'll need to be an effective solution provider and decision-maker, quick thinking and calm under pressure. In short, you need to be able to talk your way out of a paper bag and have the skills to build lasting relationships with agents, managers and talent from your very first conversation.

The organisation is very busy, so open and regular communication with all members of the team is essential. There will inevitably be some less interesting tasks to be completed day to day – and you'll have to combine these with the ability to think big, and have real ambition for D&AD year round programmes. The D&AD offices have a casual relaxed atmosphere, with a friendly fun team.

The work is events based and so will sometimes require out of office hours.

Key Responsibilities:

- Coordinate and secure year round event content, working with various project stakeholders
- Build and maintain lasting valuable relationships with agents, managers and talent
- Input into event content briefs, schedules and timelines

Content Coordination Responsibilities:

- Coordinate and secure all festival content across various events, working with Events, Marketing, Awards and Professional Development teams to complete the programme. Including: D&AD Festival 2017, Presidents Lecture series, D&AD New Blood Festival 2017 Not including: Training workshops
- Manage artist liaison in the lead up to and during D&AD Events (with a focus on the D&AD Festival 2017) including detailed negotiation of all requirements and technical specifications
- Pro-actively seek to create relationships with artists and with industry members in the design and advertising community
- Input into brief for stages and 'wish list' of content, delivering new & creative ideas

- Write and distribute 'call for content'
- Coordinate Web/App content across stages and master D&AD Festival 2017 schedule, working with Marketing to update and promote as appropriate
- Work with Events team to ensure that any relevant technical or artist requirements are delivered
- Curating and writing copy for event descriptions and artist bio's Handle general year round events queries
- Work with events to recruit and manage temporary Stage Managers for the event
- Oversee stages at the Festival and attend events where required
- Helping with the set up of events, layouts, information points, overseeing of staging and installations.
- Create all supporting information resources such as maps and local info, speaker briefings
- Create and maintain database of artist leads and ideas
- Programme survey, evaluation and review

Administrative Responsibilities:

- Administrative tasks including maintaining project files, contact databases, coordinating staff reimbursements and schedules, tracking artists invoices, contracting artists, feeding into master Events schedule
- Deputising for the Events Senior Manager & Manager when they are unable to attend meetings and certain events
- Circulating information to internal and external stakeholders
- Maintaining an excellent level of customer service & Hospitality at all D&AD events

Skills & Experience:

- Extremely personable with excellent relationship-building, influencing and negotiating skills and not afraid of picking up the phone
- Creative and passionate about the creative industries, previous experience working in a design or advertising environment would be an advantage
- Resourceful and versatile - ability to come up with creative solutions to any problem that might arise
- Previous experience of working with artist bookings and content coordination within events
- Highly organised
- Excellent administrative skills
- Successful track record of working to targets and meeting deadlines
- IT literate – experience in database management a plus
- A keen Interest in event management/artist liaison
- Good copywriting skills

Personal Qualities:

- Calm with attention to detail
- Enthusiastic, Energetic and friendly – ability to make guests, artists, clients and staff feel welcomed
- Able to liaise confidently and professionally with people at all levels
- A keen interest in the design and advertising industries
- A team player with a hardworking attitude