



Job Description

Archive Data Assistant

Responsible to:	Senior Operations Manager
Job Objective:	To populate, update and validate D&AD's archive database's with Jury, entry and credit information.
Contract:	3 months
Hours & Location:	Office hours are 9.30am – 5.30pm, with an hour for lunch.
Company:	D&AD
Salary:	£19,000 per annum/pro rata
Benefits:	Pro-rata holiday will be given

Job Objective:

In a bid to consign filing cabinets to the past, D&AD are moving cloud-based technology to manage & store its Awards Archive. With 20 years already archived we're moving this exciting project to the next phase. Working alongside an enthusiastic team you'll play a significant role in researching, preparing and populating one of the worlds leading design and advertising archives. By the end of the process you'll know all there is to about excellence in the creative industries.

Key Responsibilities:

- To update and validate existing data in our Archive databases.
- To populate missing jury, category, entry and asset information.
- To check and correct data in Excel spreadsheets.

Skills required for the job

- Experience working in an office environment.
- Computer literate, ideally experience with MAC.
- Proficient data entry skills.
- Experience working with relational databases
- Proficient using Excel.
- Ability to maintain close attention to detail on a repetitive task.
- Ability to follow a schedule of work and meet set targets.
- Fluent written and spoken English.

Personal Qualities

- Thorough worker with rigorous attention to detail and ability to understand the importance of the task.
- Quick learner and willing to use own initiative.
- Reliable and trustworthy.

Desirable

- A knowledge of the advertising and creative sectors

- Experience in Photoshop
- Experience with video editing software

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