



## Job Description

<b>Job title:</b>	Senior Awards Operations Manager
<b>Reports to:</b>	Director, Awards and Operations
<b>Location:</b>	London E1
<b>Hours:</b>	0930-1730 (Standard office hours) flexibility is required when working to deadlines and covering team hours.
<b>Benefits:</b>	28 Days holiday pro rata
<b>Salary:</b>	£38,000 p.a

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**Purpose of job:** The role of the Senior Awards Operations Manager is to manage all D&AD Awards Operations whilst been the key link between awards operations and digital and marketing departments. The role is responsible for steering the planning and development of D&AD Judging process and developing new operational technics to streamline process to reduce costs and keep the awards operations fresh and innovative.

### Responsibilities:

#### Call for Entries

- Project manage the operational launch for all awards programmes including Next Awards, Impact Awards, Kyooirus Awards and D&AD Professional awards.
- Co-ordinate digital and marketing functions to ensure the awards are launched as scheduled
- Communicate all relevant information to relevant departments and teams.
- Manage the production of awards entry materials, system set ups, terms and conditions and customers service materials, ensuring the entrant has all relevant information for ease of entry.

#### Research and Development

- Research and develop judging methods and processes ensure growth within the awards programme is sustainable and cost effective.
- Research and develop a new jury structure for judging the awards.

#### Judging

- Project manage all awards judging events
- Manage operational delivery of all judging events

- Manage Judging budgets to ensure the event comes in on budget.
- Ensure venues and equipment hired for judging events are appropriate.
- Ensure effective judging systems are in place and regularly reviewed for online judging, jury set up and results processing.
- Manage the results process to ensure results are accurately recorded and checked.
- Prepare Judging jury manager schedule and training material.
- Recruit and train Judging staff, ensure that all staff are briefed on the event and their roles.
- Identify preliminary juries, planning and managing all communications with judges. Monitoring voting progress, troubleshooting voting issues and making recommendations for the following rounds of judging.
- Collate feedback on the voting process and evaluate changes required for the following year.
- Track results during Judging, ensuring that all work modifications are processed efficiently.
- Manage the production and collation of all judging documentation.
- Ensure all successful entries and voting materials are prepared and presented to a high standard for Black Pencil judging. Managing the results process and communication across relevant teams.
- Post judging; ensure that all eligibility queries relating to winning work are dealt with and that any judging feedback is recorded.
- Manage results analysis and ROI reports

#### **Black Pencil Judging**

- Overall project management, planning and budget Management.
- Work closely with Events teams in delivering the project.
- Manage all operations, judging prep, staffing, schedules and systems.
- Manage the collation and distribution of results.

#### **International / New Products**

- Manage the operational scoping of new awards projects
- Manage the training of international partners in delivering awards programmes.
- Deliver operational support of international programmes.
- Manage the operational delivery of all international exhibitions.

#### **Awards Systems**

- Manage all D&AD Awards systems, carrying out yearly reviews and setting out and managing system developments where necessary
- Review customer journey's for all awards entrants, ensure systems are set up to maximise ease of entry.

#### **General**

- Provide feedback on the categories and category structure to management to aid the review and development of categories. Attend industry meetings where relevant.
- Help prepare reports, presentations, correspondence and any other documents as requested by management.
- Represent D&AD at events wherever necessary.
- Provide monthly operational progress reports

#### **Skills required for the job**

Project Management experience

Personnel Management experience

Excellent organisational and administrative skills

Confident written and spoken communication skills

Ability to work on own initiative and also as a team member

Sound knowledge and confidence in IT systems

Flexible approach to workload

Research and analytical skills

Ability to work well under pressure and to tight deadlines

**Preferred experience**

Experience in working with Content Management Systems

Experience/knowledge of the creative industries and/or other awards shows