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**D&AD Awards Production Assistant (Digital)**

**Please submit Cover Letter and CV in ONE document**

**Deadline: 9am 30th November 2016**

**Skype Interviews: w/c 12th December 2016**

Responsible to: Awards Entry Manager

Contract: February/March – April 2017 (9-13 week contracts)

Hours: Office hours are 9.30am – 5.30pm

However, flexibility will be required when working to deadlines

20 - 28 April 2016 on-site at The Old Truman Brewery for D&AD Awards Judging

Salary: £19,600 per annum/pro rata

Benefits: 28 Days holiday (Pro-rata and including public holidays)

**Responsibilities**

* Edit awards entry media where necessary.
* Store and file edited media appropriately.
* Resolve encoding issues.
* Transcode and upload media from awards entry data disks.
* Ensure data disks are clearly labelled and stored.
* Identify problems with media.
* Where possible convert files that do not meet the media specifications.
* Resolve AV issues at Judging where necessary.
* Liaise with the management to resolve complex problems.

Cataloguing

* Use the D&AD cataloguing system to record and check entry data.
* Sort and open packages.
* Process and file physical entries.
* Quality check moving image, stills and web based entries.
* Identify and resolve problems with entries, contacting the entrant where necessary.
* Complete the detailed cataloguing and packaging and checking process in preparing the work in time for judging.
* Ensure the immaculate presentation and condition of work at all times.
* Liaise with management to resolve complex problems.
* If necessary support other Production Assistants across the Professional awards

Online Judging

* Ensure all the entries are catalogued in time for online Judging.
* Communicate with the judges to ensure they understand and complete the online judging process on time.
* Resolve any issue that may be raised by the judges during the judging process.
* Ensure management is informed of any problems that may arise.
* Ensure all communication with the judges is consistent and in line with D&ADs tone of voice.

Judging

* Assist with the transportation to and set up of work at Judging.
* Assist the Digital Team in set up and distribution of judging devices.
* Ensure work is accurately prepared and displayed for judging.
* Support judging sessions when required.
* Assist jury managers during Judging week when required.
* Jury manage sessions if required.
* Help resolve on-site problems and queries.
* At the end of judging assist in taking down and packing up work and equipment.
* May be required to stay in nearby hotel during festival (paid for by D&AD)

Skills required for the job

* Excellent working knowledge of Adobe Production Suite (Adobe Premier Pro, Adobe After Effects and Abode Photoshop)
* Excellent knowledge of digital media and file types.
* Excellent knowledge of AV, IT equipment, VR goggles and including 3D technology.
* Good organisational skills.
* Excellent proactive customer service skills.
* Excellent written and verbal communication skills.
* Ability to work on own initiative and as part of a team.
* Ability to work under pressure and to tight deadlines.
* Flexible Approach to working hours, especially during Judging week
* Rigorous attention to detail.

Personal Qualities

* Reliable & Proactive
* Flexible approach to workload
* Knowledge of the advertising and design industry (desirable but not essential)