Job Description   **D&AD Awards Digital Executive**

Responsible to: Senior Operations Manager

Hours: Office hours are 9.30am – 5.30pm,

Production office hour's 9:00am – 6:00pm (February-May)

However, flexibility will be required when working to deadlines

20-27 April 2017 on-site at The Old Truman Brewery for D&AD Awards Judging

Salary: £26,000

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

Purpose of job: This role is to oversee the digital requirements that are needed to launch and run the D&AD Professional, Next, Impact and Kyoorius Awards. Key tasks include overseeing the launch of both the entry site and logging system, managing all technical issues regarding entries prior and during Judging week as well as the content collection for the Annual, Ceremony and exhibition projects.

Responsibilities:

Entry Site & Logging System
- Liaise with management on system changes to the entry site.
- Prepare the Matrices for the entry system and manage all related technical issues.
- Oversee the preparation of all entry related guides and relevant documents, including required new content, translations, art work as well as upload to the entry site and product pages.
- Oversee the testing of the entry site and manage any changes or fixes in time for launch of the Professional Awards, Next Awards, Impact Award and Kyoorius Awards.
- Oversee launch of the logging and entry system and monitor any changes throughout Call for Entry.
- Populate all members of staff that require access to the logging system including the Production Team.

Call For Entries
- Manage the Digital member of the Production Team.
- Oversee all Digital queries/issues and resolve in timely manner.
- Set up reporting system for digital issues to be reported and solved by the Digital Team.
- Assist on logging for the Professional Awards, Next Award and Impact Awards.
- Review and process all entries with digital applications prior to Judging Week, discuss and resolve arising issues in agreement with management.

Online Judging
- Oversee all uploads to the online judging system.
- Populate all online judging rounds.
- Set up all judges in Online Judging System.
- Perform Online Judging testing.

- Import all successful entries that have completed logging and online judging into the Judging System to be ready for Judging Week.
- Work with Awards Entry Executive regarding communications with Online Judges insuring they are aware of login details, passwords and assist with any technical issues.

Preparation for Judging
- Prepare final packaging list for physical work to be displayed on site. Including exporting and importing data from logging and judging systems.
- Prepare final entry order of digital work on display at judging week.
- Organise & prepare entries with supporting digital applications, including, storage, set up and display on site.
- Ensure all needed digital apps are collated, stored and ready for judging on the relevant devices for each Jury.

Judging
- Oversee any technical issues with handheld devices for judges.
- Oversee that the digital member of the Production Team is able to use all relevant technical equipment during Judging week and across all categories.
- Assist in digital set up of judging rounds, including VLC and URL player.
- Assist in exporting winning data from Judging for Most Awarded Calculations and display online.
- General responsibility over all digital devices used on site, including hired equipment, entered devices and any other used digital equipment.
- Ensure all digital devices are returned to their owners after Judging Week.

Preparation of Ceremony
- Ensure all winning assets are downloaded and accessible for ceremony production.

Content
- Manage the content coming out of the Awards, to ensure it is easily accessible, fully and accurately utilised by all relevant departments and external organisations.
- Manage the collation, proofing and distribution of credits and content.
- Give guidance and information to ensure assets and data are used to the best effect.
- Supply content for events such as the ceremony and exhibitions. Proofing and check the accurate presentation of content at external events.
- Manage the content collection systems, database and process to ensure a high quality; accurate record of all content is obtained.
- Ensure the correct checks are performed on written credits and images for the production of the Annual.
- Ensure all deadlines are met.
- If required, artwork content for use at exhibitions and events.

Skills required for the job
- Rigorous attention to detail
- Excellent organisational skills
- Excellent Excel skills
- Understanding of databases and their integration including processing of data
- Ability to work on own initiative and as part of a team
- Ability to work under pressure and to tight deadlines
- Excellent IT/AV knowledge
- Computer literate including knowledge of CMS (Salesforce/Filemaker) and the Adobe Creative Suite.

Personal Qualities
- Reliable & Proactive
- Attention to detail & flexible approach to workload
- Sense of humour