



Job Description

Job title:	Awards Assistant
Responsible to:	Awards Manager
Contract:	Immediate start – 31 st April with potential to extend
Hours:	Normal office hours are 9:30am – 5:30pm However, flexibility will be required when working to deadlines. You will be required to work on-site at D&AD Awards Judging week and at other D&AD events, which are held out side of normal office hours.
Salary:	£20,000 per annum pro rata

Key Responsibilities

- Assist in the research and development of awards categories
- Assist in the research and recruitment of awards judges
- Provide a high level of customer service to entrants and judges
- Research potential awards entries and drive entry numbers
- Assist in the role out and running of awards programmes

Research, Analysis

- Research industry leaders and up coming talent to recruit as Awards judges
- Perform category research to identify quality awards entries
- Conduct competitor research to inform category development
- Collate and analyse awards data where necessary
- Provide analysis and assistance researching categories and judges where necessary.

Call For Entries

- Research and contact potential entrants where necessary
- Research potential third party supporters
- Assist in preparation of all Call for Entries materials.
- Input data to the entry site's CMS system.
- Assist in testing the Awards entry sites, logging systems and judging systems.

Judging Administration

- Assist in judging administration and planning where required.
- Assist in preparing and distributing judges communications
- Assist in the organisation and distribution of judging and judges paperwork
- Be the judges point of contact during events where necessary
- Update any materials when required.

Entry

- Deal confidently and efficiently with incoming entry enquires when necessary
- Assist in the set up and running of the entry process where necessary
- Process entries where necessary

Content Collection

- Identify and resolve any eligibility issues with awards entries, contacting the entrant where necessary.
- Collect, collate and quality check successful entry images and credits.
- Contact entrants to resolve problems with images and credits.
- Collate entry information for exhibitions.

General

- Research suppliers where necessary
- Co-ordinate and collate all Judging paperwork where necessary
- Fulfil the production, printing and distribution of complimentary Pencils, if necessary
- Help resolve on-site problems and queries including ad-hoc duties delegated by Management
- Assist in the taking down and packing up of work at judging events.
- Assist in building up the archive data where necessary
- Perform any other duties deemed appropriate by the Management
- Support international D&AD representatives where necessary
- Work closely with suppliers where necessary

Skills required for the job

- Rigorous attention to detail
- Excellent customer service skills
- Excellent organisational skills
- Excellent written and verbal communications skills
- Good research and analytical skills
- Ability to work on own initiative and as part of a team
- Ability to work under pressure and to tight deadlines
- Computer literate including knowledge of CMS, Salesforce and Photoshop (desirable but not essential)

Personal Qualities

- Reliable
- Proactive
- Flexible approach to workload
- Interest in the advertising and design industry
- Sense of humour