



Content Collection Assistant

Please send your Cover Letter and CV in ONE document to jana.labaki@dandad.org, using 'Content Collection Assistant' as the subject line for your email.

Deadline: 1 May 2019

Job Description

Responsible to: Senior Awards Manager

Contract: June 2019 (4 week contract) or June-July 2019 (6 week contract)

Hours: Office hours are 9.30am – 5.30pm

Salary: £20,000 per annum/pro rata

Benefits: 29 Days holiday (Pro-rata and including public holidays)

The project & the role

The annual D&AD Awards – the industry's biggest and best – reward outstanding creativity and innovation in design and advertising. Every year, a few hundred pieces of work win D&AD Pencils, the ultimate accolade for creatives. The companies behind this work submit individual credits as well as images for the winning pieces.

In this role, it'll be your job to help collect the credits and images for the winning pieces, and make sure they are of the right standard for publishing in the D&AD Annual and online.

You'll be expected to:

- Liaise with winning companies regarding credits and images of their work, making sure those are submitted on time
- Check images match the format and quality requirements and if not request new ones
- Checking credits (individual and company names) are accurate and free of errors
- Use the D&AD database to check and correct credits and images
- Proofread written information where necessary
- Deal confidently and efficiently with incoming customer enquiries

- Provide a high level of customer service to award winners

You'll have:

- Good organisational skills
- Good customer service skills
- Good written and verbal communication skills
- The ability to work on own initiative and as part of a team
- The ability to work under pressure and to tight deadlines
- A flexible approach to workload
- A knowledge of digital media and file types (desirable but not essential)
- A knowledge of the advertising and design industry (desirable but not essential)

What you'll get out of it:

- Getting to know the best design and advertising work from the past 12 months, and the companies behind it
- A great experience working with a publishing team in the heart of Shoreditch
- Your name published in the 2019 D&AD Annual
- Plenty of cake

Due to the number of applications we receive, we regret that you will not be contacted unless you are shortlisted for an interview. If you have not heard from us within three weeks of the closing date of your application you should assume that you have not been successful on this occasion.

In order to comply with the Prevention of Illegal Working, Immigration, Asylum and Nationality Act, you will need to provide appropriate documentation that proves that you are eligible to work in the UK.

D&AD is committed to a policy of Equal Opportunity and Diversity. It is our commitment that no member of staff or job applicant will be treated less favourably on the grounds of their sex, marital or parental status, race, colour, nationality, religion, belief, disability, age, sexual orientation or gender reassignment.