

AWARDS MANAGER

Job description



Reports to: Head of Prizes and Awards

Job Type: Permanent

Basic hours per week: Full-time, office-based. Flexible working considered.

Remuneration: £21-£25,000 pa depending on experience.

Looking to build a long-term career in prizes administration? Think you can sweat the small stuff and also be poised under pressure running awards ceremonies and events?

We're looking for an articulate and outgoing Awards Manager to help run our growing list of [prizes](#) and [grants](#) in our Prizes and Awards team. Not only will you manage the full cycle of some distinguished prizes, but you'll also work with our Events and Communications team on the planning and sponsorship of our annual Authors' Awards and other prize presentations.

If you love the idea of being immersed in the literary zeitgeist, then this is the job for you. A fantastic opportunity to work on an illustrious list of literary prizes.

THE ROLE

As an Awards Manager for the Society of Authors your responsibilities will involve working on a diverse list of prizes and awards, from [The Tom-Gallon Prize](#) through to the [Women's Prize for Fiction](#). You'll also work on our awards and grants, in particular the twice-yearly funding of writers from the [Authors' Foundation](#) and [K. Blundell Trusts](#). Plus, you'll be responsible for the Honours applications made by the SoA.

Responsibilities include:

- Registering, recording, storing and despatching prize entries.
- Helping to organise and run prize events and presentations.
- Contacting and liaising with publishers, press and prize entrants.
- Contacting judges and assessors and assisting with judging meetings.
- Maintaining reading lists.
- Helping to produce awards booklets and prizes literature.
- Managing guest lists for awards presentations.
- Assistance with the PowerPoint presentations.
- Developing new and maintaining current relationships with prize sponsors.
- Writing press releases and maintaining relations with the press.
- Negotiating press bookings and creating advertisements.
- Creating and implementing social media campaigns.
- Maintaining the web pages for the prizes and awards.
- Dealing with general enquiries to the department by telephone and email.

PERSON SPECIFICATION

Essential:

- Excellent project management and organisational skills.
- Ability to meet multiple deadlines and complete tasks concurrently.
- Great people and communication skills.
- Hands-on, with a strong work ethic and a great team player.
- The ability to remain calm under pressure.
- Plenty of energy, drive and enthusiasm.

Desirable:

- 1-2 years' experience working on a book prize or equivalent.
- PR or publicity experience.

You will occasionally be required to work outside of normal office hours, usually in the evenings. We give time off in lieu. Benefits include a staff pension scheme and private healthcare.

This post is currently based from our office in South Kensington, however we will be moving to a new office in Bloomsbury in spring 2019.

If you'd like to build a long-term career in prizes administration and you think you've got what it takes to thrive working on an intensive prizes and awards schedule, please get in touch by emailing your CV, covering letter and current salary to Anna Ganley at AGanley@societyofauthors.org by Friday 4 May.

Interviews will be carried out on either Tuesday 8 or Wednesday 9 May.

The Society of Authors is an equal opportunities employer.