

Awards Assistant

Fixed Term. Full Time. Remote.

About The Grierson Trust:

The Grierson Trust is a registered charity that exists to celebrate the best of documentary and factual filmmaking from Britain and around the world. Each year, the [Grierson British Documentary Awards](#), more fondly known as the Griersons or Grierson Awards – shine a spotlight on the best documentaries of the year across an array of genres. The Trust also nurtures factual TV talent via the [Grierson DocLab](#) training and mentoring schemes, helping to sustain and diversify the documentary workforce in the UK.

The Grierson Trust is led by a committed [board of Trustees](#) drawn from across documentary, factual TV and finance sectors.

Job Description:

The Grierson Trust is appointing a new **Awards Assistant** to support the **Managing Director and Marketing and Communications Manager**. The new team member will be responsible for various administrative tasks pertaining to the annual British Documentary Awards (also known as the Griersons or Grierson Awards), from liaising with juries in late summer, to managing guest lists and ticketing in the run up to the ceremony in the autumn. This is an exciting opportunity for an individual who is passionate about factual TV and documentary and who wants to immerse themselves in the UK documentary industry via this prestigious annual event.

Reporting to:	Marketing and Communications Manager
Other key internal stakeholders:	Managing Director, Director of Training Programmes, Training Programmes Coordinator, PR Consultant, freelance awards events producer.
External stakeholders:	Grierson Trustees, production companies, broadcasters, jurors and reviewers, sponsors, awards guests.
Salary:	£22,000 pro rata
Term:	5 days a week from 2 nd September – 15 th November 2024
Location:	UK-based flexible location, remote working from own home or space with some travel (likely to Birmingham and London) when needed. The Grierson Trust does not have an office and all four members of staff work from home. The core staff communicate daily via Microsoft Teams, Zoom and arrange periodic team days in London, Bristol or Birmingham for face-to-face working.
Holiday entitlement:	6 days for contract term
Start date:	2 nd September

About The Role:

The Awards Assistant will work closely with Marketing and Communications Manager to support with a variety of administrative tasks relating to the British Documentary Awards and the wider work of The Grierson Trust. The candidate should be highly organised, proficient using Microsoft Office suite and a confident written and verbal communicator with good attention to detail. We are looking for a team player to support various activities of The Trust as needed.

Key Responsibilities:

The Awards Assistant will be responsible for the following:

Awards administration:

- Be the first contact point for enquiries from nominees, judges, and other stakeholders by responding inquiries and providing information about the awards.
- Assist in the coordination and delivery of awards ceremony, including preparing materials, managing ticketing systems, organising logistics, and managing guest lists.
- Prepare reports and maintain records related to the awards, including tracking nominees and winners.
- Coordinate the distribution of awards, including ordering and managing inventory, tracking shipments, and handling any issues that may arise.
- Work collaboratively with other departments within the organisation to ensure the smooth running of the awards programme and other related projects.
- Proofreading across print and digital.
- Assist with other administrative tasks, as needed.

Experience and Skillsets:

Required:

- Proficient and confident using Microsoft suite of programmes (particularly Excel) and Zoom.
- Experience of using ticketing systems (preferably Eventbrite or similar).
- Well organised and efficient.
- Good attention to detail.
- Team player.
- Keen interest in documentary and factual programmes.

Desirable:

- Experience of hybrid working.
- Experience of using social media publishing platforms (e.g. Hootsuite).
- Experience of working in factual television and documentary.

How to Apply:

We are inviting prospective applicants to apply for this role by submitting an up-to-date CV and a short covering letter explaining what attracts you to the role, what you can bring and how you meet the criteria.

Please apply via the [online application form](#).

If you require further information (including requests for access support) contact us on info@griersontrust.org

The deadline for applications is: 17:00 BST, Thursday 18 July 2024. Interview date: week commencing 29 July 2024.

The Grierson Trust is committed to being a diverse and inclusive employer. We particularly welcome applications from under-represented

groups, including, but not limited to: those from ethnic minority backgrounds; disabled people; people from the LGBTQ+ community; and those from lower socio-economic backgrounds. You can read our [Diversity Statement](#) on The Grierson Trust website.

