



Association of illustrators

Job Title:	World Illustration Awards Assistant
Post:	50 days between January – August 2017, est. 2 days pw on average
Fee:	£4,000
Reporting to:	Awards Manager

OVERVIEW

The World Illustration Awards is the most respected illustration award globally and includes an exhibition at Somerset House and a national and international tour. We expect to attract in excess of 2,000 entries from countries across the world.

We are seeking an Assistant to join our brilliant, energetic team to make the World Illustration Awards 2017 the biggest and best yet! You'll be involved in every area from promotion, managing entries through to planning the tour and curating the exhibition.

We expect this to broadly be a 2 day a week role but due to the nature of the project some flexibility will be required, with extra days required at busy times.

ROLE RESPONSIBILITIES

Awards

- To support the entrants as they submit work, responding to queries as they arise
- To support the financial reconciliation as required
- To assist with the updating of databases/spreadsheets relating to Awards and events

Exhibition and Tour

- To assist with the research and compilation of content for the exhibition such as artist statements, filming studio interviews and securing artwork
- To assist with the awards night event, including drafting speakers notes and liaising with catering
- To assist with mailings, particularly preparing mailing lists/guest lists
- To assist with other events during the awards programme such as panel discussions, masterclasses and social meet ups

Marketing

- To ensure that Awards and events information on AOI website is correct and up to date
- To draft press releases and awards newsletters
- To contribute to an active presence on social media around the awards
- To assist with general administration relating to Awards, exhibitions and events organisation
- To compile information for press/other departments

PERSON SPECIFICATION

- Excellent written communication skills with good attention to detail
- Confident and friendly telephone manner
- Experience of supporting an awards process
- Experience of supporting the development of exhibitions and events
- Experience of effectively using social media platforms

- Can do attitude
- Ability to work independently as well as part of a small team
- Well-organised and good at prioritising tasks
- Confident in MS office applications, Filemaker Pro (or other database packages, Photoshop)
 - training will be provided where no needed
- A keen interest in visual communication
- Commitment to contributing to the core values of the AOI

HOW TO APPLY

Please send a CV and covering letter to **Sabine Reimer Awards Manager** sabine@theaoi.com
no later than Friday 6 January 2017