



# BAFTA

## Job Description

<b>Job Title:</b>	<b>Awards Coordinator (Scotland)</b>
<b>Reports to:</b>	<b>Awards Manager (Scotland)</b>
<b>Job Location:</b>	<b>You must be able to work in the Glasgow office 60% of your time</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Salary</b>	<b>£24,000 per annum gross</b>
<b>Contract Type:</b>	<b>Permanent / Full time</b>

### Job purpose

The Awards Co-ordinator will focus on, and provide front line support during, the annual BAFTA Scotland Awards Call for Entries, Membership Vote, Juries, Nominations Announcement and Ceremony. The role will support on other aspects of Communications and Event Production for the BAFTA Scotland Awards. This role would suit you if you thrive on building relationships within the industry and can demonstrate that you can manage a large workload, are highly organised, self-motivated and have a proven track record in an administrative role. You need to be able to operate effectively in a time-pressured environment, approach your work with energy and have exceptional communication skills.

### Key responsibilities and accountabilities

- Support with the preparation of the BAFTA Scotland Awards Rules and Guidelines
- Set the awards schedule with Awards Manager and maintain relevant documents/websites
- Research potential entries and compile contact lists
- Respond to Awards enquiries
- Process submitted Awards entries
- Collate any Awards appeals and communicate results to entrants
- Liaise with Membership team and support preparation for BAFTA Scotland Awards Membership Vote
- Co-ordinate BAFTA Scotland Juries alongside Awards Manager
- Work with Awards Manager, PR Team and Communications Coordinator on Nominations announcement
- Coordinate Awards Nominees and Presenters
- Support elements of planning and production of Nominees' party, Red Carpet, Ceremony and After Party
- Work with other teams on related awards activity (e.g. Comms, LIT, Sponsorship, Membership) and wider BAFTA Awards teams throughout the year
- Oversee Nominee and Winners receipt of certificates and trophies
- Consult with Awards Manager, research industry/awards trends to assist with producing recommendations for Awards Review
- Maintain Awards websites and systems (e.g. Entry, Voting and Jury websites)
- Schedule meetings for and take minutes of the BAFTA Scotland Awards Sub-Committee
- Support on other flagship BAFTA Scotland events, e.g. Guru Live Glasgow

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www.bafta.org

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**Ideally you will have:**

- Knowledge/experience of film, game and tv industry, especially in Scotland
- Strong interpersonal skills and the ability to communicate with diplomacy and professionalism
- Excellent organisational abilities, and the discipline for self-organisation without direct supervision
- Strong administrative skills, exceptional attention to detail and ability to process large amounts of sensitive data quickly and correctly, ensuring accurate and timely reporting
- Ability to sensitively maintain relationships with a range of organisations
- Ability to focus on the detail and relay complex information in a concise manner
- Problem solving skills
- Some experience of working on events
- General interest and enthusiasm for film, game and tv industry

**Ideally you will be:**

- Calm under pressure
- Organised and thorough
- Detail conscious

**ABOUT BAFTA**

**BAFTA** is a leading global charitable institution focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

**BAFTA's Vision:**

*We inspire new and unheard voices to become the future of the Film, Games and Television industries, we support talented people from all backgrounds to help them achieve their potential, we advocate progressive industry and cultural change, and we amplify and celebrate excellence across the screen industries*

**BAFTA's aims:** to champion the art and the craft, champion talent and champion the industry environment by:

- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

**DIVERSITY MONITORING**

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our [Diversity Monitoring Survey](#). All the information you provide will be anonymous and is not considered with your application.

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### **APPLICATION PROCEDURE**

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role and, in particular, what experience/knowledge you have of the Screen Industries in Scotland.

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