



Awards Producer

Pay:	£4,500 fixed fee
Contract period:	4 months (Dec-Mar)
Contract terms:	Freelance, flexible hours
Location:	Remote
Reports to:	Managing Director

The Radio Academy is the UK audio industry's membership charity, to celebrate and support people in radio and audio. Our annual calendar includes the ARIAS, Radio Academy Festival and 30 Under 30.

How to apply

Please provide your CV and a cover letter of no more than one side of A4, outlining how you feel your skills and experience are suitable for this role.

Send your applications or any questions to: aradhna@radioacademy.org

Closing date for applications: 9am on Thursday 23rd November

Interviews will be held: Wednesday 29th November

Contract start date: Monday 4th December

Role specification

[The Radio Academy ARIAS](#) are the UK Audio & Radio Industry Awards and have been celebrating the best in audio excellence for around 40 years. This is an exciting opportunity to work on one of the biggest and most notable highlights of the audio industry. The Awards Producer will be responsible for managing the awards judging process and nominations, but will not have involvement with the production of the awards ceremony.

Working closely with the Managing Director, Chair of Judges and panels of senior industry leaders, there is opportunity to gain a deep understanding of the people and connections across audio, as well as experience of running a top tier, national awards process.

The successful candidate will be responsible for the hands-on management of the judging process, award categories and nominations, and will work collaboratively with the Project Manager who is responsible for entry management and the awards system. The role is ideal for someone with an active interest in competitions and awards, who has a proactive and detail-oriented approach with a clear and professional communication style, and a passion for audio.

The contract offers a fixed fee, delivering to tight deadlines over 4 months. The successful candidate will work in a freelance, flexible capacity to achieve set deliverables, managing

their own time with The Radio Academy or their other clients. Approximate expectation of commitment is roughly 28 days over December 2023 to March 2024 (indicative outline only) and we expect the required time commitment to intensify around key milestones, with quieter periods in between. Note that the role is concerned with the awards judging process up to the announcement of nominations, and does not include involvement in the production of the awards ceremony.

Key outputs and responsibilities:

- Recruit judges from across the industry, using existing databases as well as outreach to new judges.
- Put together judging panels for each award category, ensuring representation within every panel from across different areas and backgrounds.
- Be the main point of contact and communications with judges and key stakeholders, including preparing and distributing briefings, instructions and updates to judges, attending to all queries or concerns, and liaising with the Chair of Judges, Managing Director and Project Manager as required.
- Work with the Project Manager to supply accurate information for preparation and coordination of the awards judging platform.
- Data management of sensitive material.
- Quality checks across all entries.
- Manage escalation and referrals process with independent consultants and advisors, including with the editorial advisor.
- Manage and coordinate Special Awards, including the Radio Times Moment of the Year Award, liaising with the Managing Director, partners and key stakeholders.
- Coordinate invitations and updates to judges and key stakeholders for the nominations party, and prepare the final nominations announcements.
- Coordinate and deliver the final nominations shortlist and judges list to the ceremony event production team.
- Provide regular updates on progress, milestones and timeline to the project team, working collaboratively and flexibly.

Desirable skills and experience:

- Experience in running industry awards or large-scale competition based processes.
- Good understanding of the audio and radio industry, with an appreciation of the key players and sectors in the industry.
- Experience using awards or competition platforms.
- Highly organised, keen attention to detail, and able to keep to tight deadlines.
- Work effectively both independently and collaboratively as part of a small team.
- Able to communicate clearly across senior stakeholders and partners.

- Experience with high volume of data management and handling sensitive material.
- Commitment to promoting and celebrating audio talent and achievements.
- Passion for equity and accessibility.

To apply, please send your CV and one page cover letter to aradhna@radioacademy.org by 9am on Thursday 23rd November.

About The Radio Academy

Founded in 1983, The Radio Academy is the UK radio and audio industry's charity, dedicated to the development, promotion and recognition of excellence in UK radio and audio, by supporting our people. We are funded by annual membership from individuals and companies, and through sponsorship of our events and schemes.

We host a varied programme of events and schemes throughout the year, bringing together creative people from across the industry for debate, networking and celebration. The Radio Academy celebrates diversity in all its forms, and aims to break down barriers, champion equity, and be representative of the country and the industry in all our activities.