



Project Manager

Pay:	£8,000 fixed fee
Contract period:	12 months
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 14th September

Interviews will be held: w/c 18th September

Contract start date: Monday 2nd October

Role specification

The successful candidate will provide project management and administrative support to four key activities through the year:

- **30 Under 30:** One of the most prestigious and competitive accolades, every year we unveil a list of 30 people under the age of 30 who are the ones to watch in audio.
- **ARIAS:** The high-profile UK Audio & Radio Industry Awards recognise individuals and teams who excel at their craft and produce the very best audio in the world.
- **RAMP:** The professional Radio Academy Mentoring Programme supports people working at mid-career level in audio, to develop leadership skills and connections.
- **Young Audio Awards:** These awards celebrate the best audio and radio created by people aged 8-18 years, from schools, colleges and communities across the country.

This is an exciting opportunity to develop experience of working on a range of different competitive initiatives and gain a deep understanding of the people and processes across the audio landscape. Working closely with the Managing Director and the event or initiative Producer, the Project Manager will be responsible for administration of the awards platform, coordination of applications and judging arrangements, and management of the awards schedule and timeline.

The role is ideal for someone with an interest in competitions and awards, with a pro-active and detail-oriented approach, and an interest in audio or the creative industries.

The contract fee covers 4 events over 12 months, and 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. We expect the required time commitment to intensify around key milestones, with quieter periods in between.

Approximate expectation of commitment - note that this is an indicative outline only:

- 30 Under 30 - 5 days, Jun/Sep-Nov
- ARIAS - 20 days, Dec-Mar
- RAMP - 5 days, Sep-Dec and 6 days, Jan-Jun
- YAA - 8 days, Mar-May

Key outputs and responsibilities:

- Work with the Managing Director and Producers to coordinate the timelines and project plans for: 30 Under 30, ARIAS, Radio Academy Mentoring Programme (RAMP), and Young Audio Awards.
- Administer the awards platforms for each of the four activities, including data entry, processing and configuration, including use of AwardsForce and WordPress.
- Manage and coordinate communication with applicants, judges and project team members, including being a point of contact for queries and asset collection.
- Provide regular updates on applications and timeline to the project team.
- Coordinate and contribute to project meetings and discussions.
- Support the Managing Director, Producer and Administrator with coordination of applicant announcements and inductions, including at in person or online events. This includes delegate registration and attendance at events for 30 Under 30 and RAMP but does not include the ARIAS or Young Audio Awards ceremonies.

Desirable skills and experience:

- Knowledge of how awards and competitions are run, and appreciation of strict rules, regulations and rubrics.
- Experience of awards administration and data handling, including dealing with sensitive information and understanding of data privacy rules.
- Experience of project coordination, even at very small scale or entry-level position, with a keen focus on detail and process.
- Interest in audio and radio, with an appreciation of the key players and sectors in the industry.
- Passion for equity and accessibility.

To apply, please send your CV and one page cover letter to aradhna@radioacademy.org by 9am on Thursday 14th September.

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.