



## Project Assistant

Fixed-term contract: January - Late June 2021

Full-time, 5 days per week

Salary: £20,000 (pro rata)

One World Media is a non-profit committed to celebrating filmmakers and journalists bringing us underreported global stories.

We are currently seeking a Project Assistant to help with the coordination of our annual flagship event, the One World Media Awards and our Fellowship programme. The high profile Awards have run for 33 years and celebrate work across 15 categories and a wide range of media platforms, highlighting the unique role of journalists and filmmakers in bridging the divide between cultures worldwide. Our Fellowship supports emerging talent around the world with a grant, mentoring and training while they produce a non-fiction piece.

The successful candidate will also assist with the coordination of our busy programmes for new talent and industry events.

This is an excellent opportunity for a professional looking to grow their experience in digital events coordination, research and administration – and to further their knowledge of the UK and international media industry with a focus on developing countries. The role would suit a candidate looking to progress their career in virtual events production for a non-profit.

Previous Project Assistants have moved on to exciting roles at organisations including [Sound & Music](#), [Arete](#) and [BIFA](#).

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## Job Description

The role will involve working on the following areas:

### Awards

- Processing Awards entries and payments
- Managing queries, ticket sales and bookings
- Marketing the call for entries and tickets
- Assisting with preparation of digital publicity materials
- Working with the Comms Manager to manage Awards social media and website
- Assisting with the judging process
- Liaising with sponsors, judges, entrants and attendees
- Coordinating nominee materials
- Assisting with coordination of the Awards ceremony



### **Fellowship**

- Assisting with outreach during the call for applications
- Assisting with the processing of applications and liaising with potential candidates
- Working with Comms Manager on preparation of promotional assets
- Assisting with the coordination of Fellowship documents for selected Fellows

### **Events**

- Assisting with coordination of educational online workshops, panel discussions and other events throughout the year, including managing ticket sales, on-the-day technical support and guest speakers

### **Office administration**

- Updating and managing project applications, mailing lists and databases
  - General office management tasks
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## **Person Specification**

### **1) Essential Criteria**

- Experience in event coordination
- Excellent computer skills, including Gmail, G Drive, Slack, Zoom
- Ability to manage multiple tasks at once and deal with problems quickly and effectively
- Strong attention to detail and highly organised
- Ability to interact with a wide range of people confidently
- Ability to work well as part of a small team
- An interest in media and current affairs
- An interest in the developing world and international issues
- Flexibility regarding occasional early morning and evening working for events

### **2) Desirable Criteria**

- Photography and editing skills
- Experience with Wordpress
- Experience in fundraising and sponsorship
- Experience in or knowledge of the media industry

### **How to apply**

Please send a current CV and cover letter outlining how you meet the criteria in the person specification (one A4 page max) to [will@oneworldmedia.org.uk](mailto:will@oneworldmedia.org.uk) by 10am on Monday 30th November.

*Late applications will not be considered.*