



Australian Institute of Architects

Position Description

PART 1

Position Title National Awards and Prizes Manager

Location Australian Institute of Architects,
National Office 2A Mugga Way,
Red Hill ACT 2603

Maternity placement (up to 12 months)

PART 2

Position focus

Manage the National Awards and Prizes Portfolio including but not limited to:

- Management of National Awards program, including:
 - Chapter Awards entry process including; awards entry system configuration and support of Chapter Award programs, policy and supporting documentation for entrants, jurors and Chapter Awards staff, management of budget, awards entry fees, coordination of marketing collateral and media with Marketing Communications team, data management of entry material, coordination with audio visual production agency
 - National Jury including; Juror engagement, management of Jury deliberations, including the National Shortlisting Meeting and two-week National Jury Tour (itinerary, travel, budget, coordination with Awards entrants), collation of shortlist, winner lists, citations and delivery of material to Marketing/Communications and Media
 - National Awards event including; delivery of awards entry data and lists of winners to audio visual production agency, coordination with Mark/Comms for certificates, coordination with Events team for delivery of event including run order of presentation
- Management and delivery of National Prizes: Leadership in Sustainability Prize, Neville Quarry Architectural Education Prize, Paula Whitman Leadership in Gender Equity Prize, Student Prize for the Advancement of Architecture, BlueScope Steel Glenn Murcutt Student Prize, National President's Prize, William J Mitchell International Chapter Prize

- Overall schedule of annual prizes, updating of policy and prize documentation, management of budget, configuration of entry system, coordination of marketing collateral with Mark/Comms team, engagement of Jury, management of Jury deliberations, data management of entry material and delivery to Mark/Comms team, coordination with Chapters for securing an appropriate presentation event
- Gold Medal
 - Above prize management responsibilities, also including coordination with National Events Team of Gold Medal presentation and National Gold Medal Tour
- Emerging Architect Prize
 - Above prize management responsibilities, also including coordination with Chapters to manage entry process, and presentations and prizes to winners at Chapter level, and travel to the National Conference
- Dulux Study Tour
 - Above prize management responsibilities, also including management of the Tour including itinerary, travel bookings, coordination with overseas Institute bodies, project and practice visits, marketing and media

Relationships

1. This position reports to the General Manager, Commercial.
2. Has significant contact with:
 - (a) Internal:
 - All Institute staff
 - (b) External:
 - Institute members;
 - Contractors;
 - Event
 - National Events sponsors;
 - National Corporate Partners

PART 3

Position Requirements

1. Minimum education requirement. A tertiary qualification in a relevant field.
2. Minimum experience requirement. Minimum of two years' experience working in

project management or a related field.

3. Knowledge, skills and abilities critical to the performance of the position
- Microsoft office, outlook, excel and word capabilities
 - Well-developed communication skills – verbal and written.
 - Ability to work with many stakeholders and manage time effectively
 - Ability to work collaboratively within a small team.
 - Strong organisational, administrative and project management skills.
 - Excellent attention to detail.
 - High level written and oral communication skills.
 - Well-developed negotiation, liaison and interpersonal skills. Ability to work with effectively with a diverse range of internal and external stakeholders.
 - Demonstrated commitment to quality, customer service and continuous improvement.
 - A self-motivator with the ability to work effectively and harmoniously as part of a team.
 - Flexibility to work outside normal office hours and travel interstate.
 - Comfortable with high levels of reporting and tight deadlines
 - Experience in using the Microsoft Office suite of software, including word processing, spreadsheet and database analysis, MS Project and desktop publishing packages.

PART 4

Signatures

General Manager, Commercial _____

Date _____

National Awards and Prizes Manager _____

Date _____