



The **Assistant Directors Guild UK** was officially launched in January 2021 and already has over 400 members covering all grades of Assistant Directors working across all sectors in the UK – Feature Film, HETV, Commercials and Continuing Drama.

Due to its continuing expansion and ambitions, **the AD Guild is now seeking a Guild Manager** to help guide and support this organisation in its next exciting chapter.

We are looking for an organised, enthusiastic and reliable individual to manage and help to develop the AD Guild UK, maintaining and improving value for its paying members.

Reporting to the Chairs and Vice Chairs of the AD Guild, you will have experience working with / in similar-sized organisations and be strategic, imaginative, constructive and personable.

We are looking for someone based in the UK who will primarily work from home.

We are proposing an initial Fixed Term Contract with the potential to become permanent. Freelance arrangements will also be considered favourably.

\*No Agencies please\*

To apply for this role, please email your CV and a cover letter to [admin@adguild.uk](mailto:admin@adguild.uk)

## **JOB DESCRIPTION**

AD GUILD MANAGER

**REPORTING TO:** CHAIR and VICE CHAIRS of the AD GUILD UK

## **PURPOSE OF ROLE**

The AD Guild Manger will work with the Chairs and Council to promote and develop the work of the AD Guild UK and its objectives. The post holder will also be responsible for contributing to and implementing a strategic plan agreed by the Guild Council to expand the influence of the Guild and the provision of benefits for its members, including training and professional benefits.

## **MAIN RESPONSIBILITIES**

1. To help define and deliver objectives for the AD Guild, identify and evaluate trends and options, recommend a course of action to the Council, and evaluate outcomes.
2. To support and implement the agreed wishes of the Guild Council.
3. To ensure a safe, secure, and legal work environment.
4. To ensure the competent and compliant financial running of the Guild in conjunction with our Accountant and Book-keeper.
5. To help maintain quality service of the Guild through quality and customer service standards, analysing and resolving quality and customer service problems, and recommending system improvements.
6. To assist in writing good-quality and engaging marketing materials, suitable for target audiences.
7. To work with the Guild Council to ensure the AD Guild webpage content is engaging, consistent and current, in line with the objectives of the Guild.
8. Work closely with the Guild Council to set up and support the delivery of recruitment and training events (such as workshops, introductory events, industry events).
9. Monitor Guild membership and financial transactions, reporting regularly to the Chairs, Treasurer, Secretary and Council.
10. Any other duties that fall within the grade and scope of the post as directed.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Advantageous</b>
Qualifications		Professional qualification in Law, Finance or HR
Previous work experience	New graduate with internship or other work experience as part of the course.	Experience in a sales, marketing or other related role.  Project Management
Communication Skills	Able to understand and balance the needs of a range of different stakeholders  High level written communication abilities	Experience in film and media sectors  Copywriting skills  Experience of implementing social media campaigns across different platforms
Approach to work	Collaborative, diplomatic and team worker  Creative and confident self-starter  Able to work alone when needed	

	<p>Excellent time-management skills</p> <p>Organised</p>	
IT Skills	<p>Competent user of IT and social media</p> <p>Be able to understand and analyse financial and other data</p>	<p>Experience as Treasurer / Administrator of a similar organisation.</p>

**The AD Guild UK is an inclusive employer, committed to equality of opportunity and to building a culturally diverse organisation.**

We are also committed to being an anti-racist organisation and to increasing our representation of staff and members from ethnically and financially diverse communities. We strongly encourage applications from all backgrounds.

