



London

Co-Directors, Awards

The Co-Directors (2), Awards work together to plan and execute the chapter's awards programs, including the Virtuoso Awards and Celebration event. Virtuoso is southwestern Ontario's premier professional awards celebrating excellence in communications and the best in creative strategy and design. The Co-Directors, Awards collaborate to attract award submissions and engage a large audience in the Virtuoso Awards Celebration event – our chapter's largest event of the year. From managing a volunteer committee to executing effective communications campaigns, these self-motivated professionals pair strategy and creativity to engage colleagues from across the region in recognition of their work.

Responsibilities:

- Lead the strategic planning, execution, and measurement of the annual Virtuoso Awards, Outstanding Communicator Award, Communications Champion Award and student awards.
- Oversee the planning, execution and measurement of the annual Virtuoso Awards Celebration event.
- Responsibly manage the awards and Celebration budgets.
- Recruit and manage a volunteer committee to help with planning and execution (includes assigning and delegating event roles and duties).
- Manage the award submission and evaluation processes, including recruitment of volunteer evaluators, notification of results to entrants and distribution of award statuettes.
- Work with the Communications Director to promote the awards and Celebration event, as well as recognize award winners.
- Collaborate with the Partnerships Director to secure and confirm sponsorships.
- Leverage toolkits provided by IABC Canada East Region and IABC International to promote the national Silver Leaf Awards and global Gold Quill Awards to local stakeholders.
- Attend Board meetings and present a monthly portfolio report.
- Train successor once term is complete.

Qualifications:

- Professional member of IABC in good standing (membership must be maintained throughout term).
- Strong organization and project management skills.
- Minimum two years professional experience with communications planning, implementation and measurement.
- Experience with event planning and execution.



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- Seasoned people and/or volunteer manager.
- Experience with managing project budgets.
- Excellent interpersonal skills.
- Significant attention to detail.
- Experience with IABC awards programs (i.e., as an entrant, evaluator or volunteer) is preferred.

Time Commitment: 15-20 hours/month during planning and execution time frame from September to June (per Director; increases as award season begins)