

The Architect's Newspaper

Job Title | Awards Manager

About Us |

AN Media Group is the most authoritative voice on architecture and design in the United States.

We serve up news via print, digital, and events to a community of architects, engineers, designers, academics, developers, contractors, and others interested in the built environment. AN Media draws thousands of professionals to our Facades+, TECH+, and virtual event conferences held across the country.

Our award-winning, New York City-based media company is celebrating 20 years of publishing *The Architect's Newspaper*. In addition to that title, AN Media Group also publishes *AN Interior*, a magazine of interiors realized by architects.

The Role |

The Awards Editor works within the editorial team and reports to the Executive Editor while also closely collaborating with the marketing and sales teams. This role oversees the operation of *AN*'s three awards programs: Best of Practice, Best of Products, and Best of Design. The Awards Manager role requires organization, precise attention to detail, the ability to balance multiple tasks, and the aptitude to see ideas from concept to execution. A strong interest in architecture, interiors, landscape, and products is key to elevating engagement with *AN*'s awards efforts. Successful candidates will establish and execute strategies to increase submissions and overall revenue across all three award programs.

Responsibilities:

- Manage the awards program at every phase, from pre-launch through to winner announcements. This process includes the curation of a jury (with direction from the Executive Editor), creating websites, managing submission portals, fielding questions from entrants, organizing submissions, overseeing jury deliberations, notifying winners, managing the trophy production and delivery process, and sorting assets for publication.
- Oversee all social media and marketing outreach for each awards program.
- Coordinate the design, manufacturing, and distribution of trophies.
- Provide and analyze performance data to devise and execute strategies for increasing revenue.

Desired Skills & Qualifications:

- One to three years of experience in media marketing, editorial, and/or awards management
- Strong interest in the architecture and design industry is imperative
- Experience with awards program management and software is a plus
- Proficiency in Microsoft Office Suite and Google Workspace
- Strong analytical, communication, and project management skills

The Architect's Newspaper

- Ability to work collaboratively, as well as independently, and prioritize under tight deadlines in a fast-paced environment
- Extraordinary organization skills with precise attention to detail

Benefits:

- 401(k) with AN matching 1%
- Health insurance options, including medical, dental and vision
- Generous time off schedule, holiday and birthday time off, and summer Fridays

The salary range for this position is \$55,000 - \$60,000 per year based on experience

Interested candidates should submit their CV, cover letter to Kathy Ross at kross@archpaper.com with the subject line "Awards Editor Job Application."

The Architect's Newspaper is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.