

Kraszna-Krausz Foundation Administrative Assistant Role Autumn 2024



About the Kraszna-Krausz Foundation

The Kraszna-Krausz Book Awards are the UK's leading prizes celebrating excellence in photography and moving image publishing. They recognise individuals who have made an outstanding original or lasting contribution to publications concerning photography or the moving image (including film, television and new media). Two winning titles are selected annually, with prize money of £10,000 divided equally between the categories.



More info can be found on the Foundation's website [here](#).

The role

The administrative assistant will work closely with the director of the Foundation to facilitate the 2025 Book Awards cycle, as well as potentially providing ad-hoc support with some of the charity's other activities (including an annual lecture, a grant-giving programme and coordinating displays at art fairs). 2025 marks the fortieth year of the Kraszna-Krausz Book Awards and the Foundation is planning additional events to celebrate. It will be an exciting time to be part of this small, dedicated team.

Core elements of the role will include:

- Processing Award submissions
- Corresponding with applicants
- Sorting book copies and coordinating deliveries to award judges
- Posting content to social media and website
- Miscellaneous administrative support

The Foundation is looking for a candidate with excellent attention to detail and accuracy. Familiarity with Microsoft Office is essential, and a working knowledge of social media platforms and WordPress would be beneficial.

The workload can fluctuate so the successful candidate will need to be able to work flexibly and responsively. This is a role that will be undertaken remotely and while the assistant will have regular communication with, and support from, the Director by zoom, email, phone etc. the ability to work independently is crucial.

The administrative assistant will be viewing esteemed publications in the fields of photography and the moving image, produced by pre-eminent artists, writers and publishing houses from around the world. Whilst an in-depth knowledge of these sectors is not crucial, the role would suit someone with a particular interest in photography and/or the moving image.

Please note that this role does involve processing (unpacking, sorting and re-packing) a large volume of book copies, many of which can be heavy. The successful candidate must feel comfortable with this physical and hands-on aspect of the role.

Role structure and remuneration

The role is a temporary, freelance position, from c. November 2024 to March 2025, coinciding with the submission period for the 2025 Book Awards. Exact dates are flexible and can be discussed.

The role is paid at an hourly rate of £15.50 and it is anticipated that the job will entail approx. 1 day of work per week.

However, please note that the workload (and therefore the hours needed may vary from week to week (according to the number of award submissions received at any given point in the cycle). A degree of flexibility on the part of the administrative assistant is required.

The Foundation does not have an office and much of the work will be undertaken remotely. In large part, standard office hours will not need to be adhered to, though some availability (at agreed times) to coordinate with the Director and to undertake specific tasks during standard hours is desirable.

To apply, please send a C.V. and a short cover email describing your relevant experience and why this role is of interest to info@kraszna-krausz.org.uk.

The deadline for applications is the 4 November 2024.

Image credits: Left & Centre, Corey Bartle Sanderson | Right: Amanda Denny