

About Guinness World Records

GUINNESS WORLD RECORDS (GWR) is the global authority on record-breaking achievement. The iconic annual *Guinness World Records* book has sold over 138 million copies in over 20 languages and in more than 100 countries since 1955. Additionally, the *Guinness World Records: Gamer's Edition*, first published in 2007 and part of a growing GWR publishing programme, has sold more than five million copies to date. Guinness World Records' television programmes reach over 750 million viewers worldwide, and the GWR YouTube channel boasts more than one million subscribers, prompting more than 300 million views per year. The GWR website receives 21 million visitors annually, and we engage with over 12 million fans on Facebook.

CATEGORY EXECUTIVE, LONDON

Full time

The Opportunity

Guinness World Records require this position to govern a set of record categories and to guarantee consistency on how records are created, validated and described at GWR. This job is crucial to ensure that the Records Management Team (RMT) continues to operate with uniformity across all geographies.

Main Duties & Responsibilities

1. Category Executives work in close collaboration with local Records Managers on all new titles:
2. The Category Executive's role is also to look after the existing records within their set of categories in the Records Management System (RMS); cleansing data, detecting and correcting errors, discontinuing records categories and updating record titles and terminologies.
3. The Category Executive will manage a set of categories based on experience or interest, however they will prioritise the management of a list of critical categories created by GWR.
4. Review and sign off titles and guidelines created by Records Managers for 'GWR format records'.
5. Process applications and write guidelines for 'specialist subjects records' for Records Managers.
6. Complete and maintain a handbook for each category detailing the format, main exclusions, terminology, titles conventions and Q&A.
7. Contribute to brainstorm and creative sessions, being available for conference calls with other offices to share knowledge about specific categories.
8. Maintain a 2-way dialogue with adjudicators to understand how the formats and guidelines work in a live situation. Investigate existing record issues and problems.

Candidate Capabilities

- Broad knowledge in the assigned set of records categories
- Critical thinking: examining the truth and validity of arguments and evaluating the relative importance of ideas, applying reason and logic to determine the merits of record claims, and drawing and evaluating conclusions from logical arguments and data analysis.
- BSc in research and/or specialist categories
- Experience in researching information and verifying the reliability of sources using online search engines and databases
- Enthusiastic with a passion for the GWR brand
- Good communication skills, externally and internally
- Cultural sensitivity
- Ability to prioritise and manage personal time
- Strongly results orientated and exceptional eye for detail

How to apply

Interested in the opportunity to gain experience from a strong brand with a great working environment? Send your CV and a covering letter to hr@guinnessworldrecords.com. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.