



Position Description

Associate Producer

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| Reporting to: | Artistic Director |
| Role type: | Part-time (0.4 FTE - 0.6 FTE), Fixed-term contract |
| Duration: | January - July 2022 |
| Salary: | \$45,000 pro rata plus 10% superannuation |

About the Emerging Writers' Festival

The Emerging Writers' Festival (EWF) is a not-for-profit organisation whose foundations are built on supporting emerging writers. We are a place where creativity and innovation are celebrated, where new talent is nurtured and where diverse voices from across Australia are represented.

Fundamentally, EWF is a festival for, by and about emerging writers, and this next chapter will continue to build upon our inclusive, innovative, and interdisciplinary approach. EWF continues to have two distinct underlying artistic programming streams: to provide opportunities for emerging writers to develop professionally; and to support emerging writers to engage new and larger audiences. EWF will foster a space for writers, arts workers and participants who are inspired to create new work, are curious about gaining new knowledge, ideas, and insight, and wish to be connected to a community of like-minded peers.

In 2022 the festival will take place from 15 – 25 June, continuing in its mission to offer networking, professional development, and new audience development opportunities to writers at all stages of their career. For more information about the Emerging Writers' Festival, please refer to <http://www.emergingwritersfestival.org.au>

About the role

The Associate Producer will work closely with the Artistic Director and Program Coordinator to curate projects within the flagship festival. The Associate Producer will provide support to the core festival team and will be responsible for delivering a suite of programs within the 2022 Emerging Writers' Festival. The successful candidate will develop, design, and deliver events and projects that align with their interests and festival goals. They will develop their skills in all facets of festival management, including programming and curation, artist liaison, marketing, event logistics, production, and administration.

Key role responsibilities

- Manage a suite of events within the 2022 EWF program, including taking the lead on artist liaison, project management and delivery;
- Assist the Artistic Director and Program Coordinator with the curation of the festival program, taking ownership over specific segments of the program;
- Coordinate communication between the Festival and Festival artists, including drafting and sending artist invitations and letters of agreement;
- Work with the Artistic Director and Program Coordinator to prepare program copy for the program and website;
- Develop and deliver briefing sheets to Festival artists;
- Manage the delivery of allocated events and projects, including setting deadlines for artists and providing feedback on work;
- Assist with the delivery of both digital and live events to a professional standard within the festival period.

Conditions

- The Associate Producer will be contracted by the Emerging Writers' Festival and will work from the festival office at the Wheeler Centre in Melbourne.
- The position will commence on Monday 31 January 2022 at 2 days per week (0.4 FTE), and shift to three days per week (0.6 FTE) from Mon 6 June to Friday 1 July inclusive. Actual days worked to be negotiated.
- The remuneration for the position is \$45,000 pro-rata plus 10% superannuation.
- Extra work, including on-site and out-of-hours, will be required during the festival period (15-25 June).

Key Selection Criteria

- A passion for storytelling and a keen interest in EWF's target audience and mission
- An interest in event delivery and in pursuing a career in the arts such as producing or programming
- Excellent time management skills, with the ability to work under pressure to meet festival deadlines
- Good communication skills (both written and verbal) with the ability to communicate with a range of stakeholders including artists and partners
- A positive attitude and ability to work within a team
- Curiosity, a sense of play and a proactive desire to create positive social change through the arts

How to Apply

- Only applications that address the Key Selection Criteria will be considered.

- Applicants must submit a statement of no more than two pages addressing each of the key selection criteria, together with a CV and cover letter in one document (word or PDF) with your surname as the file name.
- Please submit your application to director@emergingwritersfestival.org.au with the subject APPLICATION: Associate Producer
- Applications close 5pm AEDT, Sunday 5 December 2021. Late applications will not be accepted.
- For any questions about the role, please contact Ruby-Rose Pivet-Marsh (Artistic Director) via director@emergingwritersfestival.org.au

EWf is an equal opportunity employer and provides a safe and inclusive space for all of its staff and stakeholders. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.