



Position Description:

## **Program Coordinator**

<b>Reporting to:</b>	Artistic Director and Executive Director
<b>Role type:</b>	Part-time (0.8 FTE), Fixed-term contract
<b>Term:</b>	January - July 2022, with a view to extend (pending confirmation of funding in December 2021)
<b>Salary:</b>	\$48,000 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 Program Coordinator provides support to the Artistic Director in managing guests and events across the festival program, including artist liaison and box office management. The Program Coordinator is responsible for implementing a range of organisational administrative systems and processes as well as activities relating to Emerging Writers' Festival marketing. Working closely with the Artistic Director and Executive Director, they will ensure the smooth running of the organisation and a continuous flow of information between staff, artists and key stakeholders.

## Key role responsibilities

### Programming and Curation

- Assist the Artistic Director with artistic programming for all EWF programs, including interstate programming.
- Read and assess artist applications from the open artist call-out.
- Work with the Artistic Director to prepare program copy for the printed program and website.
- Coordinate communication between the Festival and Festival artists, including drafting and sending artist invitations and letters of agreement.
- Manage artist travel and accommodation requirements.
- Develop and deliver briefing sheets to Festival artists.
- Assist with operations and production, including drafting run sheets for events.
- Collect, coordinate and document artist and audience feedback.
- Contribute to the festival evaluation report.
- Attend and contribute to Program Advisory Committee meetings.
- Deliver the events to a professional standard within the festival period.

### Box Office

- Assist the Executive Director with the coordination of ticketing systems, including managing point of sales.
- Work with the Executive Director to upload Festival programs to the ticketing platform and back end of EWF website.
- Work closely with the Executive Director to coordinate on-site ticket sales including cash handling, reconciliation and banking.

### Finance and Administration

- Payment of invoices as directed by the Executive Director and manage the artist travel budget.
- Maintain an intelligent database of Festival contacts including artists, partners and stakeholders.
- Assist with keeping internal planning documentation up to date – including the artist planning document and program grid.
- Maintain the organisation's front-line contact, including telephone, mail and email. Undertake general financial tasks, including filing, data entry, and spreadsheet tasks.
- Liaise with other staff, interns, volunteers, venues, and external contractors where necessary.

### Conditions

- The Program Coordinator will be employed by the Emerging Writers' Festival and will work from the Festival office at the Wheeler Centre in Melbourne.
- The remuneration for the position is \$48,000 pro-rata plus 10% superannuation.
- On-site and out-of-hours work will be required during the pre- Festival and Festival periods (15-25 June 2022).

## Key Selection Criteria

- A knowledge of the Australian literary sector and an interest in the Festival's target audience and mission.
- Demonstrated experience in developing an artistic program, with a commitment to diversity and inclusion.
- Demonstrated experience in program delivery, including project management, artist liaison, budgeting and administration, ideally within a festival environment.
- Excellent time management skills, with the ability to work under pressure to meet festival deadlines.
- Ability to work independently with minimal supervision, with excellent attention to detail.
- Outstanding written and verbal communication skills with the ability to liaise with a wide array of key stakeholders.

## 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](mailto:director@emergingwritersfestival.org.au) with the subject APPLICATION: Program Coordinator
- 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](mailto:director@emergingwritersfestival.org.au)

EWf is an equal opportunity employer and provides a safe and inclusive space for all 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.