

EMERGING WRITERS' FESTIVAL

Position Description: Artistic Director and co-CEO

Job title	Artistic Director and Co-CEO
Role type	Ongoing
Salary	\$65,000 per annum + statutory superannuation
Reporting to	EWF Chair and Board of Directors
Direct reports	Programming team including guest curators, Operations Manager, Marketing & Publicity Coordinator, Festival Focus Groups, Festival contractors & volunteers
Lateral relationships	Executive Director and Co-CEO, external stakeholders, The Wheeler Centre resident organisations

About EWF

The Emerging Writers' Festival 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.

Based in Melbourne City of Literature's Wheeler Centre for Books, Writing and Ideas, EWF has grown from humble beginnings as a weekend zine fair into an eleven-day annual festival, featuring over 70 events and 300 artists across the CBD and suburbs. Attracting thousands of attendees from Victoria and interstate, EWF is Australia's foremost organisation for emerging writers working in all styles, genres, and forms. EWF is a festival for writers, distinguishing it from major literary festivals across the country.

Core to the successes of EWF across our history is our engagement with, and responsiveness to, the needs and wants of our community. We have steadily built a reputation as a vibrant, inclusive, experimental, and community-driven festival that amplifies all tomorrow's voices and leads by doing. Crucially, meaningful participation from individuals, groups, and communities we collaborate with is centred, and we have established ways of working within a curated festival that allow for genuine, deep, and ongoing community consultation and control.

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.

About the Role

The Artistic Director is a key member of the Executive team, working closely with the Executive Director & Co-CEO to support the organisation in realising EWF's strategic vision and plan by presenting a program of national reach and significance that is relevant, representative, and accessible to emerging writers of all kinds.

The Artistic Director is responsible for curating and leading EWF's creative programs, designing and delivering innovative and engaging programs which address current and topical issues for storytellers of all kinds, and create professional development opportunities for artists, participants, and staff. The role works collaboratively with the Executive Director to implement the organisation's strategic plan and maintain best practice processes to deliver EWF's suite of artistic programs (which consists primarily of the festival itself, but also various singular events throughout the year, some interstate/international). The co-CEOs work together to ensure that all governance and leadership obligations are met, and the organisation remains sustainable. In this, the co-CEOs report to the Chair of the Board and the Board of Directors, who support them to develop and consolidate the business and creative skills required of a CEO in the arts and cultural industry.

As the public face of EWF, the Artistic Director will play a key role in representing EWF at events and in media interviews and will be responsible for developing and maintaining key relationships with sponsors, partner organisations and industry bodies.

This is a rare opportunity for an emerging arts leader to develop their skills at an executive level and gain experience leading one of Australia's premier literary festivals. The role would suit an ambitious all-rounder with experience in delivering artistic events and festivals looking to take the next step in their career. Management experience in an arts context is desirable, however enthusiasm and passion for who we are and what we do is a must.

While this is an ongoing role in compliance with the Fair Work regulations, it is envisioned that the Artistic Director would oversee three annual festival cycles (2025, 2026 and 2027). It is expected that at the end of three festival cycles, the Artistic Director will be ready to seek new challenges. Previous EWF co-CEOs have used this role as a stepping stone to work in leadership roles at organisations such as Melbourne Writers Festival, the Melbourne City of Literature Office, Melbourne Fringe, Yirramboi,

Red Room Poetry, Bunjil Place, the University of Melbourne, Meanjin, ArtsHub, and city councils including Melbourne, Casey, Darebin and Merri-bek.

Key role responsibilities

Artistic direction and programming

- In conjunction with the Board and Executive Director, implement the organisation's strategic direction in line with the EWF vision, purpose, and values;
- Develop and define the artistic rationale for all EWF programs and events including interstate programs to discuss with the team and Board;
- Design and deliver innovative and engaging programs and events that address current and topical issues for writers and provide professional development opportunities for artists, participants and staff;
- Work with the Festival Focus Groups to develop and refine all EWF programs and events;
- Identify and develop artistic and strategic relationships between EWF and other peak literary and arts organisations, locally, nationally and overseas;
- Initiate projects to further the artistic mission of EWF, in line with current policy, budget and planning;
- In conjunction with the Executive Director evaluate all EWF programs and events including conducting an annual survey and ongoing feedback from artists, Festival Focus Groups, Board and attendees.

Management – general

- Contribute to and support the Executive Director with the overall management of the day-to-day operations of EWF;
- Work closely with the Executive Director to manage negotiations and agreements for current partnerships, especially those that relate to programming such as event partners, arts organisations, local councils, libraries and others;
- Work with the Executive Director to proactively seek new partnership opportunities;
- Ensure EWF's policies and procedures are adhered to in all activities with staff, volunteers, interns and artists;
- Contribute to the development of EWF's timeline and annual calendar of programs / partner events;
- Oversee production and delivery of EWF programs / events with input and support from the Executive Director;
- Maintain relationships with all key venue contacts, and facilitate effective communication between all venue management, front of house, production and technical representatives;
- Work closely with the Operations Manager and Executive Director, with oversight from the Finance and Risk Management Sub-Committee of the Board, to create and implement all logistical risk management plans for EWF programs, events and activity;

- Establish and maintain a good working relationship with the management of the Wheeler Centre and its other resident organisations;
- Closely mentor the programming team staff, including guest curators for the festival;
- Offer broad mentorship to other festival staff, supporting their professional development on the job and through external learning opportunities;
- Manage regular production meetings and other communications as required.

Management – budgeting and financial

- Contribute to the development of the financial framework for EWF in conjunction with the Executive Director, Treasurer and Financial Sub-Committee i.e. including the budgeting of artistic and technical areas of EWF for sign off by the Board;
- Contribute to funding applications and acquittals, supporting the Executive Director in meeting the organisation’s governance and reporting obligations;
- Actively support the Executive Director in the day-to-day financial operations of the organisation, including as a signatory on payments and payroll, consulting on and contributing to the preparation of budgets, and ensuring expenditure is in line with budgets for all activities.

Management – human resources

- Contribute to the recruitment and selection of all contractors, interns, volunteers and artistic personnel as required;
- Manage and supervise direct reports, contractors, volunteers, work experience participants and guest curators and report any issues immediately to the Board Chair or Deputy Chair.

Development/Fundraising and Sponsorship

- Contribute to identifying fundraising, sponsorship programs and grant opportunities, preparation of grant applications and major sponsorship proposals and acquittals;
- Liaise where applicable with relevant funding bodies, sponsors, including establishing and maintaining relationships with key contacts.

Marketing and promotion

- Represent the public face of EWF as required for all media outlets, sponsors, partner organisations and industry bodies (this may include attending events outside of normal office hours);
- Provide direction for the design of all EWF publications and marketing materials;
- Contribute to the design and maintenance of EWF’s websites;
- Contribute to the production and distribution of EWF e-newsletter;
- Contribute to marketing strategy and assist with maintaining other online forms of audience engagement e.g. Instagram, LinkedIn;

- Work closely with the Marketing and Publicity Coordinator to liaise with all festival marketing and publicity contractors (designers, photographers, etc);
- Ensure content for outside publications and websites are delivered to further promote EWF;
- Create content for outside publications and websites as required to further promote the Festival events.

Board reporting and liaison

- Prepare written reports jointly with the Executive Director for regular EWF Board meetings;
- Attend regular Board meetings and strategic planning sessions as required;
- Prepare, jointly with the Executive Director, a final report at the end of each Festival detailing the Festival's activities and strategic partnerships, including recommendations for the Festival's future and promotional material for archival purposes;
- Work with festival staff to ensure timely collation and recording of all Festival data/statistics before staff contracts conclude;
- Attend a Festival debrief meeting as required by the Board;
- Contribute to Board subcommittees as requested;
- Liaise with the Board Chair outside of Board meetings on issues that require immediate attention or resolution.

Other

- Represent EWF at functions, events and other opportunities that either promote the organisation or further its purpose.

Key Attributes

The Artistic Director should have:

- passion for the vision and work of EWF and a keen interest in the organisation's target audience and vision;
- ambition and fresh ideas for the festival;
- a well-developed depth of knowledge of, and interest in, the Australian literary and arts sector/community;
- experience, knowledge or interest in artforms and ideas outside of the literary sector, in order to broaden the remit of the festival while still serving its core audience;
- a demonstrable track record of success in developing and delivering innovative and engaging artistic programs or projects in the arts or community sector;
- outstanding leadership skills relevant to the effective promotion, presentation and advocacy of emerging writers, artists and arts leaders;
- outstanding interpersonal and communication skills, with a commitment to transparency and consistency of message;
- the ability to speak publicly on behalf of the festival (ie to media, or at events);

- strong stakeholder engagement, relationship building and networking skills across a broad and diverse range of stakeholders;
- prior experience of management or leadership within the arts, not-for-profit or community sector;
- highly-developed people management, collaboration and teamwork skills, with leadership capability to motivate, coach, and to know when to delegate tasks;
- courage of convictions to stand by decisions and maintain the importance of the festival's programming independence and adherence to values, vision and purpose;
- strong administrative and project management skills;
- an ability to remain calm and assured under pressure, and to give confidence to others;
- strong curiosity and willingness to learn.

The Artistic Director should also demonstrate the following personal characteristics:

- Creative and innovative, imaginative and brave, ambitious and idealistic, highly energetic and resilient;
- Natural and authentic leader – ethical, assured in all environments, poised and inspiring;
- Good listener, open and approachable, reflective and self-aware;
- Innately inclusive and community-minded, able to create a trusting and safe work environment;
- Curious and optimistic about the future;

Please Note: As this is a development position for an emerging leader, we are interested in hearing from you if you believe you have the right attributes, and the capability to develop and gain the related skills and experience over your time in the role. We would love to hear about your development and application of these skills and attributes in personal or community settings, as well as previous professional settings. We are keen to hear how you would envision applying and developing these skills and attributes to the AD role at EWF.

Key Performance Indicators for the Role

- Oversight of three annual festival cycles (2025, 2026, 2027) including conception, budgeting and resource management, programming, marketing, artist liaison, delivery, reporting and evaluation;
- Strong and productive working relationship with the Executive Director and co-CEO;
- Strong and productive working relationship with the Board;
- A commitment to professional development and continuous improvement - both your own and that of the staff;
- A commitment to contribute to succession planning and retention of organisational knowledge, including supporting the upskilling of the next Executive Director, who will be recruited in 2026.

Conditions

- The Artistic Director will be employed by the Emerging Writers' Festival and will work from the Festival office at the Wheeler Centre in Melbourne and off-site where appropriate;
- While the role is based onsite at the Wheeler Centre, there is scope to work from home regularly. It is not possible to work remotely full-time, as establishing positive team culture, working with a co-CEO, and attendance at events and programs within and outside of the Festival period, will require the AD to be onsite regularly;
- Extra work, including off-site and out-of-hours, will be required during festival periods and at key points throughout the year. Staff are entitled to time off in lieu following the Festival and other busy periods;
- The remuneration for this position is \$65,000 per annum plus statutory superannuation;
- EWF is committed to maintaining a flexible working environment; while this is a full-time position, actual hours worked can be negotiated with the Board;
- EWF strives to create a culture of ongoing learning and improvement and encourages all staff to undertake a self-led professional development program to further their skills and knowledge. Each of the co-CEOs is entitled to one week per year of creative leave, and a dedicated small professional development budget.

How to Apply

Applications close **11pm (AEDT) Tuesday 26 November 2024**

- Applicants must submit a CV and a cover letter addressing your interest in the role and the attributes listed above. This must be submitted in one document no longer than 6 pages in total (word or PDF) with your surname as the file name;
- Please submit your application to recruitment@emergingwritersfestival.org.au with the subject *APPLICATION: Artistic Director*;
- If applicants have any questions about the role they can email the Deputy Chair, Gab Ryan, at recruitment@emergingwritersfestival.org.au;
- Interviews will be held in the first two weeks of December, with possible second interviews the week commencing 16 December. Please advise in your cover letter if you will not be available during this period;
- The successful applicant would ideally start before the end of January 2025, but this is negotiable for the right candidate.

EWF is an equal opportunity employer and provides a safe and inclusive space for all our staff and stakeholders. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQAP+ people and culturally and racially marginalised applicants are strongly encouraged to apply for this position.

EWF is aware that recruitment processes often exclude people from applying and is committed to providing an accessible recruitment process. Please get in touch with the

EWF Deputy Chair via the email above if you would like to discuss submitting your application in a different format or if you would like to request other access provisions. EWF will do its best to accommodate all reasonable requests.