



Emerging Writers' Festival

Position Description

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| Job title: | Program Coordinator |
| Reporting to: | Artistic Director and Executive Director |
| Role type: | Part-time (0.8 FTE), Ongoing |
| Duration: | January 2025 start date with KPIs covering 2025 & 2026 Festivals |

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 2025 the festival will take place from 11-18 September, continuing in its vision 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.

Although this role is an ongoing one in compliance with the Fair Work regulations, it is envisioned that the Program Coordinator would oversee two to three annual festival cycles (2025, 2026 and

possibly 2027). It is expected that at the end of two to three festivals, the Program Coordinator will be ready to seek new challenges.

This is a development role for an emerging arts programmer or producer. As such, we want to hear from you if you don't quite meet 100% of the attributes in the About You section, but feel like you could develop them during your time in the role, and that you have something to offer.

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 festival focus group meetings.
- Deliver the events to a professional standard within the festival period.
- Be prepared to speak publicly about the Festival program when required, including during the Program Launch, Opening Night, to the media, the Board and funding bodies.

Finance and Administration

- Processing 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 statutory superannuation.
- On-site and out-of-hours work will be required during the pre-Festival and Festival-delivery periods

Attributes - About You

- A knowledge of the Australian literary sector and an interest in the Festival's target audience and purpose.
- 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.

Desirable

- A personal creative/literary practice is highly regarded and supported
- Interest and experience in, or knowledge of, other art forms will be highly regarded;

How to Apply

- Only applications that address the Attributes will be considered.
- Applicants must submit a current CV and a cover letter responding to the selection criteria in one document (word or PDF). Applications should be no more than 6 pages in length.
- Please submit your application to ruby@emergingwritersfestival.org.au with the subject APPLICATION: Program Coordinator
- Applications close 11pm AEDT, Sunday 19 January 2025. Late applications will not be accepted.
- For any questions about the role please contact Ruby-Rose Pivet-Marsh (Artistic Director) via ruby@emergingwritersfestival.org.au
- Please note the EWF office will be closed from 18 December to 5 January inclusive. Queries sent during this time will be received after 6 January 2025.

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, LGBTIQAP+ people and culturally and racially marginalised applicants are strongly encouraged to apply for this position. EWF is aware that recruitment processes are often intimidating, and is committed to providing an accessible recruitment process. Please get in touch with the Artistic Director via the email about 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.