



Emerging Writers' Festival

Position Description

Job title:	Associate Producer
Reporting to:	Artistic Director
Role type:	Part-time (0.4 FTE), Fixed-term contract
Hourly rate:	\$25.93 per hour
Duration:	2nd March 2026 – 23rd October 2026

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 2026 the festival will take place from **10-18 September**, 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 Producer to curate events and projects within the flagship festival. The Associate Producer will provide support to the core festival team and will be responsible for helping to curate and deliver the EWF Program for 2026. The successful candidate will help develop, design and produce 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

- Assist the Artistic Director and Program Producer with the curation of the festival program, of both in-person and digital events and projects, taking ownership over specific segments of the program as negotiated within the wider team;
- Coordinate communication between the Festival and Festival artists, including sending artist invitations;
- Work with the Artistic Director and Program Producer to prepare program copy for the program and website;
- Develop and deliver briefing sheets and letters of agreement to Festival artists and other parties where required (eg. Publishers);
- 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.
- Contribute to post-festival de-briefing and reporting period as needed

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. **Days of work can be negotiated between Monday, Tuesday, Thursday.** This role is not suited to remote work, and as such we are only accepting applications from those based in Victoria.
- The position will commence the week of **Monday 2 March 2026** at **2 days per week** (0.4 FTE) and shift to 5 days a week (1.0 FTE) **Monday 7 September** until **Friday 18th September** before returning to a 2 day a week role until contract conclusion the week of **Monday October 19th.**
- The remuneration for the position is **\$25.93 per hour, 30.4 hours per fortnight** (2 days per week) **plus 12% superannuation.**
- Extra work on-site and out-of-hours may be required during the festival period (**10 - 18 September**).

- A nominal professional development budget will be provided by EWF to you of **\$250** to be used within contract period to further skill development within the role

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
- An interest and/or relevant experience in producing projects/events within the digital literary/arts sphere
- Excellent time management skills, with the ability to work independently, and 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 (one page) and cover letter (one page) in one document (word or PDF) with your surname as the file name.
- Please submit your application to jess.z@emergingwritersfestival.org.au with the subject line "APPLICATION: Associate Producer"
- **Applications close Friday 30 January, 5pm AEDT 2026. Late applications will not be accepted.**
- For any questions about the role please contact Jess Zanoni (Artistic Director) via jess.z@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, International Students, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

