

POSITION TITLE: Program Coordinator

NT Writers' Centre

LOCATION	: Alice Springs
CONTRACT TYPE	: 0.6 FTE, Permanent part-time
COMMENCEMENT	: March 2021
REPORTS TO	: Executive Director, Program Manager
DIRECT REPORTS	: NTWF Volunteers
REMUNERATION	: \$30.45 hourly rate plus six weeks annual leave pro rata, & superannuation at the statutory rate.

ABOUT

NT Writers Centre (NTWC) offers a diverse program of literary activities across the Northern Territory, with initiatives to encourage and support the development of young writers, Indigenous writers, and other NT-based writers.

Our signature event is the NT Writers Festival (NTWF), a four-day festival shaped by place that speaks to and from the heart of Australia and the Northern Territory. The Festival emphasises Australia's cultural and linguistic diversity and offers unique immersive experiences. Founded in 1999, NTWF is held annually, and alternates location between Darwin and Alice Springs.

Our other program areas include

- **Writer Development:** Year-round workshop program offering career and skills development for writers
- **Youth Programs**
- **Andrew McMillan Memorial Residency:** Open to an emerging writer who is working on a substantial writing project in any genre.
- **Chief Minister's NT Book Awards:** Biennial awards for published books by NT authors
- ***imprint:*** annual members' magazine
- **Special Projects**

THE ROLE

The role of Program Coordinator is a permanent, part-time position encompassing duties particular to the coordination of our year-round program. The role is dynamic and multifaceted, requiring a wide range of competencies to assist in the delivery of a vibrant program of events and writer development opportunities across a vast and culturally diverse region.

The position is 0.6FTE and paid at the hourly rate of \$30.45, with six weeks annual leave pro rata and superannuation at the statutory rate.

Hours of Work

- Consultation with Executive Director to determine a mutually acceptable work schedule within regular office hours.
- Availability for some evening and weekend work is a must, with hours expected to increase during the fortnight preceding the Festival.

DUTIES

Programs & Event Coordination

- Assist in the delivery of all existing NTWC programs.
- Maintain positive communications with all existing partners, venues and stakeholders in Central Australia and the Barkly region. Where relevant, assist in the development of new partnerships in collaboration with the Development Manager.
- Assist in coordinating all aspects of the **NTWF**, including but not limited to; venues, artist travel arrangements and schedules, invoices, ticketing, catering, volunteer recruitment and rostering.
- Coordinate all aspects of the **Writer Development** program in Central Australia and Barkly Regions. Includes publicity, venues, bookings, sales, catering, artist management, invoices, travel, documentation and evaluation. Travel to Tennant Creek may be required.
- Assist in delivery of any online programs.
- Record and maintain all program information, contacts, data and evaluation in a clear manner.
- Assist in implementing conditions and procedures outlined in organisational policies, emergency and safety plans, venue and partner MOUs, and artist contracts.
- Track expenditure and coordinate payment of invoices as required.
- Where possible, be responsive to the needs of writers in Central Australia.

Artist Coordination

- Be responsible for artist communications regarding logistical requirements for the **NTWF**, including but not limited to: travel, accommodation, ground

transport, insurance, visa/immigration and tax documentation, book sales, marketing and publicity as required.

- As necessary, support artists with program and publicity commitments for the Central Australia and Barkly **Writer Development** program.

Volunteer Coordination

- Be responsible for NTWF volunteer recruitment, rostering, inductions and supervision in consultation with the Program Manager.
- Maintain volunteer contact databases.

Ticketing Coordination

- Be responsible for administration of NTWF ticketing systems, including coordinating all box office requirements

Publicity & Communications

- Assist with the implementation of NTWC media strategies across a range of NTWC platforms including website, eNews and social media.
- Be responsible for producing the monthly NTWC eNews in consultation with Programs Manager and Executive Director.
- Maximise participation in Writers' Centre events by ensuring events are effectively promoted to a wide range of media and through a range of promotional materials
- Contribute to the production of NTWC publications and promotions including *imprint* magazine
- Support authors with their publicity commitments, when necessary
- Assist with managing the media contact database, and media log

Administration

- Collate statistics on NTWC events and programs as required for grant acquittals
- Maintain the Alice Springs office, including filing, correspondence, telephone and e-mail enquiries, office equipment and mail
- Respond to enquiries by members, partners, and local writers, as necessary.