

POSITION TITLE: Program Coordinator NT Writers' Centre**LOCATION :** Alice Springs**HOURS:** 0.8 FTE, Permanent part-time**COMMENCEMENT:** March 2022**REPORTS TO:** Executive Director**REMUNERATION:** \$60,000-\$70,000 pro rata according to experience level, 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
- **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 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.

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 NT Writers Festival.

- Some travel required.

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 year-round programs and NTWF as required, including but not limited to: travel, accommodation, ground transport, visa/immigration and tax documentation, book sales, marketing and publicity.
- As necessary, support artists with program and publicity commitments for the Central Australia and Barkly programs.

Publicity & Communications

- Assist with the implementation of NTWC media strategies across a range of NTWC platforms including website, eNews and social media.
- Assist in producing NTWC eNews
- 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

Office Administration

- Collate statistics on NTC 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.