



## SCHOOLS PROGRAM PRODUCER

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### POSITION DESCRIPTION, SELECTION CRITERIA AND HOW TO APPLY

#### ABOUT EXPRESS MEDIA

Express Media is a national, not-for-profit organisation that provides access, encourages inclusion and supports participation in writing and media by developing, publishing, promoting and recognising young Australian writers. Our annual program includes:

- School and community workshops
- Craft and skills development opportunities
- Publication and promotion of young writers and their work
- Networking and showcase events
- Awarded opportunities and prizes

For more than 30 years, Express Media has worked with young people in school settings to build essential literary skills, develop their voices and achieve their creative goals. We currently work with secondary schools to present workshops that focus on specific aspects of creative writing, journalism, editing and publishing.

#### POSITION SUMMARY

We are currently looking for an enthusiastic program producer, with a background in education, to continue the expansion of our Schools Program. The Schools Program Producer is responsible for inspiring a love of writing and providing opportunities for young people in secondary schools to develop skills to express themselves, by building and maintaining relationships with secondary schools and teachers, developing resources, workshop content and coordinating workshop bookings, and engaging, managing and training a dynamic team of teaching artists to deliver the program. The Schools Program Producer also coordinates the annual John Marsden & Hachette Australia Prize for Young Writers, producing activities and events as part of the award.

#### CONDITIONS

- The position is 0.2 EFT at \$45,000 pro rata, with days and regular working hours to be negotiated
- The employee is entitled to leave as per the as per the National Employment Standards plus 9.5% superannuation
- The employee is insured by appropriate WorkCover while working at Express Media
- All Express Media staff are employed under annual, renewable contracts subject to funding conditions
- The position reports to the CEO
- The position is located at the Express Media office, Level 3, The Wheeler Centre, 176 Little Lonsdale St, Melbourne. The employee is provided with a workstation and a friendly working environment

## KEY RESPONSIBILITIES

### Planning

- In consultation with the CEO, develop an annual business plan for the Schools Program, including a marketing plan and budget covering the delivery of in-school workshops and prizes, the sale of subscriptions and the development of teacher resources

### Program and Production

- Develop workshop content in response to the needs of teachers and their students and coordinate workshop bookings
- Create lesson plans and resources to accompany Express Media publications and prizes
- Manage the administration of The John Marsden & Hachette Australia Prize, including the production of a workshop and prize announcement event

### Marketing and Development

- Develop and maintain relationships with a network of teachers and schools and actively encourage workshop bookings and subscription sales
- Produce a quarterly newsletter for teachers, promoting our workshops, prizes, publications and highlighting opportunities for secondary students

### HR

- Manage the recruitment and selection, training, contracts and employment of a team of workshop facilitators
- Manage interns and volunteers as required

## SELECTION CRITERIA

- An understanding of the values and aims of Express Media and a demonstrated interest in the literary sector
- Knowledge of and experience working in the education sector or on youth-focused programs
- Demonstrated experience developing and managing projects or programs
- Demonstrated ability to manage competing deadlines and priorities within the context of a small but busy arts organisation
- Outstanding interpersonal skills and demonstrated ability to develop and maintain relationships with customers, clients or members in an organisational setting
- The ability to respond to direction, and work both independently and as part of a team

## HOW TO APPLY

Your application must include:

- Your covering letter
- Your current CV including three referees
- A statement addressing each of the selection criteria (two page maximum)

Your application must be saved as one file (word or PDF) with your surname as the file name.

Apply by email to [generalmanager@expressmedia.org.au](mailto:generalmanager@expressmedia.org.au) using the subject line APPLICATION: SCHOOLS PROGRAM PRODUCER

Applications close at 9am on Monday June 5, 2017. Interviews for the position will take place in that week and the successful candidate is expected to begin in the role in the week of Monday June 19.

For further information, please call Express Media on (03) 9094 7886 and speak to Pippa Bainbridge, General Manager / CEO.