



**HERE FOR
YOUNG
WRITERS**

CREATIVE PRODUCER

POSITION DESCRIPTION, SELECTION CRITERIA AND HOW TO APPLY

ABOUT EXPRESS MEDIA

Express Media is a national, not-for-profit organisation providing support and development for young Australian writers aged 12 – 30. For over 30 years, Express Media has given young people the tools to express themselves through workshops that develop skills, through opportunities for constructive feedback and publication, and through awards and programs that recognise excellence.

Today, Express Media aims to encourage young Australians from all backgrounds to engage with the literary arts, to support them to produce and present their work, to raise awareness, increase support and build an audience for young Australian writers and to cultivate and diversify the literary and broader arts sector in Australia.

We achieve these aims by producing a vibrant national program promoting diversity, access and participation, skills development, nurturing talent and rewarding excellence. We communicate the work and contribution of young Australian writers through publication, promotion and advocacy as well as facilitating networks, supporting professional pathways and fostering careers.

We are a small and passionate team that works closely out of our Melbourne office.

POSITION DESCRIPTION

We are looking for a Creative Producer to join our small but busy team. This role is responsible for the planning and delivery of Express Media's program, as well as the development of new initiatives in collaboration with the CEO. Programs currently under the responsibility of the Creative Producer currently include Tracks, Toolkits, the NEWS Conference the Scribe Nonfiction Prize and the administration of the Kat Muscat Fellowship (under direction from the Custodial Committee).

The role comprises the following key duties:

DUTIES

- Under the direction of the CEO, contribute to the implementation of the artistic vision through the development of a program that supports the development of young writers across the country
- Manage the delivery of the program, producing high quality activities and ensuring the smooth running of events
- Develop and maintain relationships with the literary and broader arts community including facilitating professional and creative connections between artists, arts organisations and other partners
- Lead the development of tactical plans for each program including production timelines, marketing schedules and budgets
- Identify funding, sponsorship and other resourcing opportunities relevant to each program and assist the CEO with grant applications and sponsorship proposals
- Recruit, manage and support all artists, facilitators, contractors and volunteers required to deliver each program
- Develop and implement participant surveys that capture the effectiveness and impact of each program as well as contributing to future programming
- Provide a detailed evaluation report on each program including photo and video documentation

CONDITIONS

- The position is 0.8 EFT at \$48,750 pro rata (\$39,000 p.a.) plus 9.5% super with days of the week and regular working hours to be negotiated
- All Express Media staff are employed under annual, renewable contracts subject to funding conditions
- The employee is entitled to leave as per the as per the National Employment Standards
- The employee is insured by appropriate WorkCover while working at Express Media
- 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

SELECTION CRITERIA

- Excellent communication skills, both oral and written
- The ability to respond to direction, and work both independently and as part of a team
- Experience in developing and managing an artistic program in the youth, arts or publishing sector, ideally with an organisation of similar size and scope
- Experience managing project budgets
- Excellent time management skills, including the ability to set and work to deadlines and coordinate multiple tasks
- Experience in managing and leading teams of people (volunteers or staff)
- A knowledge of the Australian arts industry and networks
- A sound understanding of Express Media and its context within the literary, youth and broader arts sector
- Desired: experience in writing funding applications would be desired but is not essential

HOW TO APPLY

Your application must include:

- Your covering letter
- Your current CV including the contact details for at least two referees
- A statement addressing each of the selection criteria

Your complete application must not exceed 6 pages and must be saved as one file (word or PDF) with your surname as the file name.

Apply by email to generalmanager@expressmedia.org.au using the subject line APPLICATION: CREATIVE PRODUCER

Applications close at **9am on Monday 29 January 2018**. Interviews for the position will take place on the morning of **Friday 2 February**. Shortlisted applicants **must** make themselves available on this day for interviews in person or via video-conference. It is hoped the successful candidate will be able to begin **during the week of Monday 5 February**.

If you have any questions, please call Express Media on (03) 9094 7886 and speak to Lucy Hamilton, General Manager / CEO.