



POSITION DESCRIPTION: CREATIVE PRODUCER

Role: Creative Producer

Role type: part time (0.8)

Salary: \$50,212.5 pro rata (\$40,170 per annum) plus 9.5% superannuation

Reports to: CEO/General Manager

Direct reports: Program interns, contractors

About Express Media

Express Media is a national, not-for-profit association that provides access, encourages inclusion and supports participation in writing and editing by developing, publishing, promoting and recognising young Australian writers and editors. For over 30 years, Express Media has been doing this work through workshops that develop skills, through opportunities for constructive feedback and publication, and through awards and programs that recognise excellence.

Our values are:

- Equality of opportunity and access
- Artistic development, innovation and recognition of excellence
- Collaboration and partnership
- Community contribution
- Economic, social and environmental sustainability

Managed by a board and a small group of dedicated staff, the organisation is assisted by the efforts of a team of dedicated volunteers. We also rely on the support of our members, subscribers, partners and donors.

About the role

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 under the responsibility of the Creative Producer currently include Making Tracks, Toolkits, the NEWS Conference, the Deakin University Nonfiction Prize and the administration of the Kat Muscat Fellowship (under direction

from the Custodial Committee) as well as ad hoc partnership events or collaborations as they arise.

DUTIES

- Under the direction of the CEO, develop Express Media's annual program that supports the development of young writers across the country
- Manage the delivery of the program, producing high quality opportunities, 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 plans for each program including production timelines and budget management
- Recruit, manage, and support all artists, facilitators, contractors, and volunteers required to deliver each program
- Provide a detailed evaluation report on each program according to funding and partnership requirements
- Work closely with the Communications and Administration Coordinator on the marketing of all programs
- Assist the CEO with development of grant applications and sponsorship proposals

KEY SELECTION CRITERIA

NOTE: Candidates are not necessarily expected to fulfil every selection criteria below and enthusiastic candidates with a strong work ethic who are eager to learn are strongly encouraged to apply

- Extremely organised, with the ability to manage multiple projects and deadlines
- Tech savvy, with an ability to learn new software (e.g. Submittable, Google Docs, Culture Counts)
- Experience with running live events and/ or producing online programs
- Excellent at communicating with a range of people
- Ability to work both independently and as part of a team
- Experience managing project budgets
- A knowledge of the Australian literary and arts industry and networks

Conditions

- The position is 0.8 EFT (4 days per week) at \$50,212.5 pro rata (\$40,170 per annum) plus 9.5% superannuation. Days of the week and regular hours of work to be

negotiated with the CEO. The requirements of the position will involve some work outside of regular hours, and Express Media operates a time in lieu policy.

- This role is employed under an annual, renewable contract subject to funding conditions
- Due to the nature of Express Media's work, the successful candidate must hold or be able to pass an Employee Working With Children check
- The position is based out of the Express Media office, in The Wheeler Centre, Level 3, 176 Little Lonsdale St, Melbourne
- The employee will be provided with a workstation and friendly working environment
- The employee is insured by appropriate WorkCover while employed by Express Media

How to apply

Your application must include:

- A cover letter
- A current CV including the contact details of two referees
- A statement addressing each of the selection criteria (two page total maximum)

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

Apply by email to generalmanager@expressmedia.org.au using the subject line APPLICATION: CREATIVE PRODUCER. Applications that do not follow the above process will not be considered.

Applications close at **9.00am on Monday 2 March 2020**. Interviews for the position will take place in the week of Monday 10 March.

For further information, please call Express Media on (03) 9094 7886 and speak to Lucy Hamilton, General Manager / CEO or email generalmanager@expressmedia.org.au.

Express Media provides a safe and inclusive space for all of its staff and stakeholders. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.