



**HERE FOR  
YOUNG  
WRITERS**

## **CREATIVE PRODUCER**

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

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**Role:** Creative Producer

**Role type:** Part time, three days per week (0.6)

**Salary:** \$50,212.5 pro rata (\$30,127.5 per annum) plus 10.5% superannuation

**Reports to:** CEO/General Manager

**Direct reports:** Program interns, contractors

**Term:** Ongoing subject to:

a) annual review

b) the operational requirements of Express Media, including available funding

### **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 under the responsibility of the Creative Producer currently include Toolkits, Parliament Express, the NEWS Conference, Hachette Australia Young Writers Prize, Catalyse 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.

## **CONDITIONS**

- The position is 3 days per week at \$50,212.5 pro rata (\$30,127.5 per annum) plus 10.5% super with days of the week and regular working hours to be negotiated
- 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
- 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
- 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. This role is flexible, with working from home options available
- The employee is provided with a workstation and a friendly working environment.

## **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

## **HOW TO APPLY**

Your application must include:

- Your cover letter
- Your current CV including 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](mailto:generalmanager@expressmedia.org.au) using the subject line APPLICATION: CREATIVE PRODUCER.

**Applications close at 12PM AEDT Friday 3 February.** Interviews for the position will take place the week of 6 February. It is hoped the successful candidate will be able to begin before the end of February 2023.

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