

2017 & 2018 National Young Writers' Festival Call for Festival Coordinator

The National Young Writers' Festival (NYWF) is looking for a creative and energetic individual (from anywhere in Australia) to help to coordinate NYWF in 2017 and 2018, as part of a larger team of Festival Staff.

DEADLINE FOR APPLICATIONS: Friday 13 January 2017

About the National Young Writers' Festival

The NYWF is Australia's premier event for young writers, publishers, performers and troublemakers. Every year, the NYWF brings together the country's most challenging and original young minds in Newcastle for a four-day creative bender. In 2015 the Program featured over 130 artists aged 18 – 35 in over 80 events, to an audience of around 5,000.

The NYWF program consists of a diverse range of events including: panels, workshops, roundtable discussions, performances, readings, screenings, installations, launches, parties and other events for writers yet to be conceived of. As well as focusing on craft, literary skill and industry mentorship, the NYWF places a strong emphasis on the ideas, politics, communities and cultural practices that surround writing in all its myriad forms. For that reason, the Festival has a broad definition of what constitutes writing: NYWF champions fringe, DIY, experimental, emerging and yet-to-emerge forms and practices that fall through the cracks of mainstream literary festivals as well as the tried and true media and platforms that we all know and love. It creates an utterly unique, inclusive and inspiring opportunity for writers to develop both their creative and career skills.

Key artists are carefully selected and invited by the Co-Directors for demonstrating merit and/or significantly contributing to the Australian writing scene. These key artists form the core of the program, and are programmed alongside majority of artists sourced via an open artist call-out. The artists and program are curated according to the Co-Directors' creative vision.

For eighteen years, it's been the launch pad for careers, collaborations and friendships. For many writers, it is the first chance to have their voice heard on a public stage. NYWF is the largest festival under the [This is Not Art](#) umbrella.

The NYWF has occurred annually since 1998 in Newcastle, NSW and much of its longevity can be attributed to the community support and resource sharing gained from being part of the This Is Not Art Festival (TiNA). TiNA is a coalition of festivals hosted by the Octapod Association in Newcastle. Our partner festivals are Critical Animals and Crack Theatre Festival. For more information go to www.youngwritersfestival.org & www.thisisnotart.org.

We Want You!

Position Title: Festival Coordinator

Tenure: This position is for a minimum of 24 months.

Commencement: January 2017

Working Hours: One day per week (with increased hours between June and October).

Hours can be self-delegated, so need not be 9am–5pm. Please note: evening and weekend work will often be required.

The Festival Coordinator must be available to be in Newcastle for at least ten days over the Festival. The Festival dates are over four days over the Thursday—Sunday of the NSW Labor Day long weekend. Monthly weekend/one-day trips to Newcastle or other major Australian cities from February to October are also required, although these can be delegated when necessary.

Key Relationships: Works closely and collaboratively with the three Artistic Co-Directors and the Festival Manager.

Works collaboratively with the creative and logistical team of Marketing, Publicity, Production, Volunteer, Zine Fair, Younger Young Writers Program and Press Room coordinators.

Fees: NYWF staff fees are nominal, making this essentially a volunteer role with a small honorarium fee until we can increase organisational funding. If you're in it for the money stop reading now! All expenses are covered, including all flights and travel costs, phone costs, accommodation in Newcastle and other relevant Festival expenses.

Reasons that you might choose to take on such a demanding role include:

- Your love of, and belief in, Australia's young and emergent writing communities;
- You love Australia's young and emergent writing communities;
- This is an invaluable opportunity to gain experience in arts management and Festival logistics, develop professionally, and advance your career;
- This role gives you an unparalleled chance to develop your contacts and networks in the Australian arts, writing and publishing communities; and
- You can get your hands on a vibrant, exciting national Festival, give it some of your own flavour, and take it to the next level!

PLEASE NOTE: You do not have to be based in Newcastle to coordinate the Festival – we are a national Festival and want national involvement. However, as noted above, the successful applicants will liaise with the wider This is Not Art Organisation prior to the Festival, including regular face-to-face meetings in Newcastle and Sydney.

NYWF Festival Coordinator Job Description: Statement of Duties

Key Responsibilities:

Festival logistics: In cooperation with Festival Manager and Co-Directors, to:

- Oversee and implement operational timelines for smooth delivery of the festival;
- Assist in assembling and managing a creative team to put together the festival program and logistics for the NYWF, including advising the Festival Manager of potential staff members wherever appropriate;
- Attend NYWF board meeting and TiNA meetings when required; and
- To assist the Festival Manager in the execution of logistical tasks wherever required.

Finance: In cooperation with NYWF Board Treasurer and Festival Manager, to:

- Pay invoices and other Festival expenses including staff reimbursements;
- Oversee financial negotiations in relation to accommodation, travel subsidies, panel fees, venue hire, insurance, staff fees and miscellaneous expenses; and
- Help ensure timely and accurate quarterly financial reporting.

Accommodation: In cooperation with Festival Manager and within the budget set by NYWF Board Treasurer, to:

- Locate and secure appropriate accommodation for Festival artists and staff for the duration of the Festival; and
- Liaise with accommodation providers, staff and artists regarding the logistical requirements of providing accommodation for Festival artists and staff.

Artist contracts and artist liaison: In cooperation with Festival Coordinator

- Ensure all Festival artists have signed contracts before the Festival;
- Liaise with NYWF Board and Festival Manager regarding any difficulties posed by artist contract compliance;
- Create and distribute artist itineraries, electronic artists' welcome and information packs; and
- Operate as a point of contact between festival artists and the festival staff.

Public liaison: In cooperation with Festival Co-Directors, Manager and NYWF Board, to:

- Build and maintain relationships with other national arts and cultural organisations, and individuals.

Selection Criteria

Essential

- Excellent organisational and time management skills;
- Excellent communication and interpersonal skills;
- Demonstrated skill with managing budgets;
- A passion for timelines and spreadsheets;
- The ability to manage, and respond to, large volumes of email correspondence;
- The ability to organise by distance, primarily via email and phone;
- The ability to build and sustain relationships with key stakeholders;
- A strong interest in contemporary writing practices and the broader arts community;

Desirable

- Experience with the NYWF, or in managing similar projects and events.

How to apply

If you are interested in applying for the position, please send a CV and a cover letter addressing the selection criteria listed above to NYWF Chair Rebecca MacFarling, rebeccamacfarling@gmail.com with “NYWF Festival Coordinator” in the subject header.

We hope to interview shortlisted applicants in mid-Jan, either face-to-face or via Skype.

For more information about this position *please do not hesitate* (we mean it!) to contact current Festival Coordinator, Khalid Warsame – khalid@youngwritersfestival.org.

The closing date for applications is Friday 13 January 2017.

Good luck!