

## 2018 & 2019 National Young Writers' Festival Call for Festival Co-Directors

The National Young Writers' Festival (NYWF) is looking for up to three creative and energetic individuals to co-direct the 2018 and 2019 Festivals, as part of a larger team of Festival staff.

**DEADLINE FOR APPLICATIONS: Monday 20 November 2017, 9AM**

### About the National Young Writers' Festival

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The NYWF is Australia's premier gathering for young writers, publishers, performers and troublemakers. Every year, the NYWF brings together the country's most challenging and original young minds for a four-day creative bender. The 2017 program featured 130 artists aged 18–35 in approximately 80 events, with audience of around 5,000.

The program includes a range of events: from panels, workshops and roundtables to performances, readings, installations, launches and the infamous NYWF Ball. 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. The NYWF champions fringe, experimental and emerging forms, and the practices that fall through the cracks of mainstream platforms. It creates a joyful, radical and transformative bootcamp for writers to develop their creative and career skills. For many writers, the NYWF is the first chance to have their voice heard on a public stage. For 20 years, it has been the launch pad for careers, collaborations and friendships.

Working at the NYWF is a significant professional development experience. Previous NYWF staff have gone on to professional success in writing, publishing, journalism, programming and arts management. Some are now published authors; others work at organisations including the ABC, Fairfax Media, the Emerging Writers' Festival, Melbourne Writers Festival, Melbourne International Comedy Festival, and Footscray Community Arts Centre.

The NYWF receives funding from state and federal governments, and other project partners. The program is curated according to the Co-Directors' creative vision: key artists are invited for demonstrating merit and contributing to the Australian writing scene, alongside a majority of artists sourced via an open call-out.

Festival logistics, production and delivery are organised in collaboration with This is Not Art, a coalition of festivals hosted by the Octopod Association. The NYWF is the largest of the three independent festivals make up TiNA: the NYWF, Critical Animals and Crack Theatre Festival. TiNA, and the NYWF, happen in Newcastle, over 4 days over the NSW Labor Day long weekend at end September / early October. Much of NYWF's longevity can be attributed to the community support and resource-sharing gained from being part of TiNA.

### We Want You!

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**The NYWF is seeking up to three Co-Directors for the 2018 and 2019 Festivals.**

#### Reasons to take on this role:

- You love Australia's young and emerging writing communities;
- This is an invaluable opportunity to gain experience in the writing/publishing communities and in programming and curation; to receive direct mentoring and support from a dedicated board; to develop professionally and advance your career;
- This role gives you an unparalleled chance to develop your contacts and networks in the Australian writing, publishing and literary arts communities; and
- You can get your hands on a vibrant, exciting national festival, give it your own flavour, and take it to the next level.

You do not have to be based in Newcastle to direct the Festival –the NYWF is a national organisation and we want nation-wide involvement. However, the Festival Co-Directors must be ready to work closely with the NYWF team, the Octopod Association and the co-presenting festivals, including regular Skype and face-to-face meetings in Newcastle and Sydney.

## The role

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- Position:** Festival Co-Director (up to three positions available)
- Tenure** 24 months, commencing December 2017/January 2018
- Details:** This is a voluntary role, with allowances. Applicants can be based anywhere in Australia. We encourage applications from people from the Hunter region.
- Time commitment:** Approximately 1.5 days per week year-round, with increased hours between June and September and around key milestones.
- Hours can be self-delegated, and need not be 9–5. Evening and weekend work will often be required. Occasional weekend/one-day trips to Newcastle, or for Board, NYWF staff or TiNA meetings may also be required.
- The Festival Co-Directors will be expected to attend quarterly Board meetings (conducted via Skype).
- Candidates must be available to be in Newcastle for around 10 days in late September / early October to deliver the Festival.
- Key Relationships:** Internal relationships:  
The Festival Co-Directors are expected to operate as a dynamic, collaborative team in conjunction with the Festival Manager and Festival Coordinator.
- In consultation with the Festival Manager, the Co-Directors engage and manage a creative team of Festival Coordinators (covering Production; Marketing & Publicity; Volunteer; Zine Fair; Younger Young Writers Program).
- All staff are accountable to the NYWF Association and Co-Directors report to the NYWF Board, particularly the Board's Artistic Subcommittee. Each staff-member is individually supported by a mentor on the Board.
- External relationships:  
The Co-Directors will work with Octopod Association, TiNA's producer, and other partner Festivals that are part of the This is Not Art program.
- Fee, allowances:** This is a voluntary role. Staff receive a nominal fee of \$2,000 per annum, plus per diem allowances. Approved travel, accommodation and other expenses are met by the organisation.
- The NYWF will provide considerable professional development, networking and artistic opportunities for staff.

## NYWF Co-Director Job Description: Statement of Duties

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### Jointly with other Co-Directors:

#### **Artistic Program**

- To drive the artistic vision of the Festival in line with the Festival's strategic vision;
- To create the Festival program
  - invite key artists;
  - create and promote the artist callout, and select artists through applications;
  - build new artistic networks with diverse communities to source talent, make new connections, and grow the Festival's artistic base from across Australia;
  - work with individuals and organisations to curate the program and program partnerships
  - draw on existing artistic networks to source talent;
  - curate, program and organise Festival events in a wide variety of formats;
- To network with artists and partnering organisations to build and sustain solid artistic relationships;
- To identify and develop artistic and strategic relationships with other literary organisations;
- Write program content for print and online;
- To provide leadership to staff and volunteers in realising the artistic vision of the Festival.

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### Artist liaison

- To manage participating artist contracts;
- To create and distribute itineraries, electronic artists' welcome and information packs;
- Operate as a point of contact between Festival artists and the Festival staff.

### Jointly with Festival Manager, Festival Coordinator and Co-Directors:

#### Festival Logistics

- To liaise with Octopod Association (TiNA organisers) and directors of other presenting festivals Crack Theatre and Critical Animals to ensure that the NYWF is integrated with other aspects of the TiNA program, and that there are no program/artist/venue conflicts;
- To work collaboratively with the NYWF staff team to manage the logistics of the Festival;
- To develop the Festival's smooth schedule in accordance with venue and artist availability;
- To work collaboratively with staff and Board to make sure the Festival happens within budget;
- Attend regular TiNA meetings both in Sydney and in Newcastle or via Skype (or equivalent).

#### Festival marketing, publicity & documentation

- To act as a spokesperson and public face of the Festival;
- To engage and manage a creative team of Festival Coordinators (covering Production; Marketing & Publicity; Volunteer; Zine Fair; Younger Young Writers Program);
- To maintain the NYWF website, social media presence, and produce online content;
- Launch the program, including via artistic statements;
- Promote the Festival through an integrated, nationwide digital/social media publicity campaign.

### Jointly with the NYWF board:

#### Organisational Support

- To help with fundraising as an artistic spokesperson; help maintain and develop relationships with funding bodies, other relevant culture institutions and organisations;
- To actively seek partnership opportunities for the Festival, and contribute to grant applications;
- To plan for the long-term viability and vitality of the NYWF;
- To update NYWF manuals and documentation after each Festival, and participate fully in wrap-up and handover at the end of the tenure.

### Selection Criteria

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- Artistic vision: the desire to curate and deliver a program that supports the NYWF's strategic vision and is relevant to the target audience, including to create events from the ground-up using artist applications;
- Strong connection with Australia's writing communities; an understanding of the issues facing emerging and early-career writers, editors, publishers and performers;
- The ability to effectively network and communicate with a large number of people who have different levels of experience and confidence;
- Terrific team-work skills; and a sincere desire to work collaboratively;
- Demonstrated proactivity and initiative; great time management and organisational skills, and the ability to manage, and respond to, large volumes of correspondence.

#### Desirable:

- Awareness of or direct experience with the NYWF;
- Experience curating and managing artistic projects and events;
- Connections with Newcastle's artistic community, venues and cultural organisations.

The NYWF wants to put together a team with diverse skill-sets and experience, drawn from around Australia. So be yourself, be aware, and be upfront about what you can bring to the Festival. We are interested in your commitment and vision, and in how this opportunity would contribute to your professional development.

Don't feel daunted by the selection criteria, and please feel free to get in touch with any questions. Successful candidates may not meet all selection criteria, and that is why we have a team. This is an opportunity to bring your skills and knowledge to the table, and to learn on the job.

## **How to apply – closing date Monday 20 November, 9AM**

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Please send a CV and a cover letter addressing the selection criteria in one document to NYWF Chair, Shona Barrett, [chair@youngwritersfestival.org](mailto:chair@youngwritersfestival.org) with “NYWF Co-Director 2017-18” in the subject header.

Shortlisted applicants will be interviewed in November, either face-to-face or via Skype or equivalent.

For more information about this position please do not hesitate (we mean it!) to contact one of our current Co-Directors (contact details [here](#)). **Good luck!**