

2018 & 2019 National Young Writers' Festival Call for Festival Manager

The National Young Writers' Festival (NYWF) is looking for an emerging arts manager to manage 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

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!

The NYWF is seeking a Festival Manager 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 arts management and festival operations; 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 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 manage the Festival – the NYWF is a national organisation and we want nation-wide involvement. However, the Festival Manager 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

Position: Festival Manager

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 Manager 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 Manager works closely with the Festival Co-Directors and Coordinator and is expected to help nurture a dynamic and collaborative team environment.

In consultation with the Co-Directors, the Manager will 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 the Festival Manager reports to the NYWF Board, particularly the Chair. Each staff-member is individually supported by a mentor on the Board.

External relationships

The Festival Manager is the primary contact for NYWF's funders, which include state and federal government funding bodies. They will also work with Octopod Association, 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 Festival Manager Job Description: Statement of Duties

Festival management

- To manage the logistics of the organisation, during the Festival and year-round;
- To prepare and manage operational workflows and schedules for the smooth delivery of the Festival;
- To work collaboratively with staff and Board to make sure the Festival happens within budget;
- To be a primary staff contact with the NYWF Board; reporting on matters of urgency or key issues

Funding

- To prepare grant applications; submit applications in a timely manner and to an appropriate standard;
- To prepare grant acquittals; to acquit grants in a timely manner and to an appropriate standard;
- Oversee and maintain the NYWF's donation campaign, issuing receipts and ensuring donor engagement;
- To help identify sponsorship and fundraising opportunities for the organisation.

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This Not Art (TiNA) liaison

- To be the point of contact with the Octopod Association to ensure that the NYWF is integrated with other aspects of the TiNA
- To be engaged with decision-making processes within TiNA, to represent the NYWF's objectives;
- Attend regular TiNA meetings both in Sydney and in Newcastle or via Skype (or equivalent).

Jointly with the Festival Coordinator

Finance

- To prepare, manage and monitor budgets; adhere to financial controls and monitor risks;
- To pay invoices and other Festival expenses;
- To oversee financial negotiations for Festival production (accommodation, artist fees, venue hire etc)
- Help ensure timely and accurate financial reporting.

Jointly with the Co-Directors:

Festival marketing, publicity & documentation:

- 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;
- Promote the Festival through an integrated, nationwide digital/social media publicity campaign;
- To manage post-Festival reporting, including coordination of artist and audience satisfaction surveys.

Organisational management

- To maintain and develop relationships with funding bodies, other culture institutions and organisations;
- 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:

- Demonstrated desire to develop professionally in arts administration and project management;
- Professionalism and interpersonal skill: the ability to build and sustain professional relationships;
- Experience and interest in managing schedules, budgets, systems and operational workflow;
- 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;
- Experiencing coordinating events;
- Experience applying for or acquitting grants.

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 2017, 9AM

Please send a CV and a cover letter addressing the selection criteria in one document to NYWF Chair, Shona Barrett, chair@youngwritersfestival.org with "NYWF Manager 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!**