



Position title: Artist Liaison

Reports to: Program Manager, with indirect report to Artistic Director

Direct reports: Greenroom Assistant (during festival only); interns (as directed)

Work type: Full time, fixed term contract, from 26 March–7 September 2018

Salary: Pro rata of \$46,000 FTE per annum

Melbourne Writers Festival (MWF) is an internationally acclaimed annual festival that celebrates the literary arts. The program features around 300 individual events over 10 days, with the participation of over 250 artists. It is delivered from venues in and around Fed Square and Melbourne's CBD.

This is an opportunity for a diligent, professional and effective individual to play a pivotal role in welcoming guest writers from around the world to the festival and be their key point of contact for travel and accommodation scheduling.

In 2018, the festival is on from 24 August to 2 September.

Role purpose

The **Artist Liaison** provides significant support to the Artistic Director and Program Manager by coordinating all aspects of artist care for approximately 120 visiting national and international authors. In particular, they help ensure that visiting artists have an enjoyable and rewarding experience while participating in the festival.

The Artist Liaison coordinates guest registration details, and works with the festival's travel agent and festival hotel to organise guests' itineraries, flights, travel schedules, and accommodation. During the festival, the Artist Liaison manages guest hospitality, running an Artist Greenroom. They work directly with MWF's national and international guests and their publicists or representatives.

As part of a small festival team, the Artist Liaison also provides program administrative assistance, and works closely with operational and production staff on all matters relating to guest management and program coordination. The Artist Liaison is supported by programming interns and volunteers.

Key responsibilities

- Support the Artistic Director and Program Manager to deliver exceptional artist care and engagement throughout the Festival.
- Coordinate guest information management and record keeping. This includes contributing to the guest acceptance process; inputting and maintaining via the festival database the significant volume of guest and related data.
- Book flights for international and national guests, through the festival travel agent; assist in arranging visas.
- Book accommodation for festival guests, through the festival hotel.

Melbourne Writers Festival

- Accurately travel booking status and costs, and manage schedules promptly and accurately to achieve economies and cost savings.
- Liaise with program partners who are sharing artists or participants to finalise travel-share agreements, reporting accurately to CEO for invoicing.
- Create, manage and distribute artist key communications including agreements, itineraries, essential information, under the direction of the Program Manager.
- Schedule ground transfers from Melbourne Airport, including overseeing drivers, and managing a daily schedule of ground transport in-festival.
- Manage last minute changes to schedules; assist with alternative arrangements.
- Prepare welcome pack, guest bags and other benefits.
- Plan, set up and manage the Artist Greenroom at the Festival, welcoming and accrediting guests, answering questions.
- Supervise a Greenroom Assistant and Greenroom Intern.
- Work with production staff to coordinate guest arrival at festival events.
- Support the Artistic Director in developing and scheduling on-the-ground experiences for artists; coordinate invitations and guests lists for parties and social events; work with hospitality partners and suppliers as necessary.

Selection Criteria

This is a fantastic opportunity for someone who is passionate about artist care, event logistics and management, to take a hands-on and important role in a busy festival environment, and to build their professional skills and networks.

As the primary point-of-contact for the national and international writers who participate in the festival, the successful candidate will be professional, organised and enthusiastic, and able to demonstrate the following five key selection criteria:

- Excellent information management skills, time management skills, and attention to detail
- Precise written and oral communication skills
- Artist-handling experience and aptitude, including demonstrated professionalism and discretion
- Experience coordinating travel, itineraries, and associated documentation
- A cool head under pressure, and a calm and friendly nature



How to apply

Applications close at 9am AEDT on Monday 22 January 2018

Please provide the following in a single Word or PDF document with the document title “your surname, your first name, Artist Liaison”:

- Cover letter
- A statement addressing each of the five key selection criteria (maximum three A4 pages)
- Curriculum Vitae

Please send your application to shona@mwf.com.au with subject header “Artist Liaison application <your name>”.

Melbourne Writers Festival is an equal opportunity employer.

More information

Melbourne Writers Festival attracts the world’s best writers and thinkers, to create stimulating, meaningful moments that inspire a lasting passion for reading and ideas.

The MWF office is located in The Wheeler Centre in the State Library of Victoria. The Festival Board oversees the governance and strategic direction of the Festival.

The Festival is a not-for-profit organisation funded by box office and other earned income; state, local, federal and international government funding; sponsorship, donations and fundraising.

MWF’s strategic goals are:

- *Excellence in Programming*: MWF delivers a world-class writers festival with exciting, dynamic events that inspire and challenge audiences and artists alike.
- *Integrating Inclusivity*: MWF ensures that all Victorians feel welcome to participate fully in the Festival by being socially and culturally inclusive.
- *Maximising Impact*: MWF sets the national agenda for the discussion of writing and ideas, encouraging all Victorians to read and engage culturally.
- *Earning Our Way*: MWF is financially sustainable, maintaining a balanced portfolio of income streams.

More information about MWF can be found at mwf.com.au