

## Position Description

<b>Position title:</b>	First Nations Programmer
<b>Reports to:</b>	Artistic Director
<b>Commencement date:</b>	February 2022
<b>Work type:</b>	Part-time, 1–2 days per week, February–September 2022
<b>Salary:</b>	\$70,000 pro rata
<b>Location:</b>	Melbourne CBD

Since 1986, Melbourne Writers Festival has entertained hundreds of thousands of readers as Australia’s boldest literary festival. Based in Melbourne, a UNESCO City of Literature, we provide the inspiration and framework for vital, timely conversations.

### Who we are

Melbourne Writers Festival brings writers and readers together to be inspired, challenged and thrilled by an intelligent, rousing and diverse program of books and ideas. The Festival prioritises live experiences for audiences in the literary precinct around State Library Victoria and the Melbourne CBD. It also embraces digital programming through podcasts, films, pre-recorded video, live-cross events and written commissions. Through its expanding MWF Schools program, MWF is proud to be growing the next generation of readers.

Melbourne Writers Festival strives for diversity and inclusion in the workplace and to promote a culture of opportunity. Through its annual literary program, the Melbourne Writers Festival seeks to represent, connect and engage with the broadest possible audience. For the first time in the Festival’s history, this year’s program was enriched by self-determined programming from two of the country’s most powerful First Nations voices: Bridget Caldwell-Bright and Marcia Langton.

### About the role

As a member of MWF’s small, dedicated programming team, the First Nations Programmer makes a significant contribution to the creative direction of the organisation. They work closely with the Artistic Director, Associate Director and Program Manager to curate the annual Festival, and successfully engage artists and audiences, ensuring that First Nations perspectives are broadly represented across the program.

The First Nations Programmer is a knowledgeable and innovative literary programmer. The role balances the creative curation of Festival events, and liaison with writers, agents and publishers, along with some organisational responsibilities of scheduling and logistics.

The First Nations Programmer’s responsibilities include curating a First Nations program stream, and collaboratively contributing to the broader make-up of panels and events across the Festival program. They will also be partially responsible for delivering artist care, administration across the First Nations program stream, including author travel and accommodation, and assisting the programming and marketing teams with content creation.

**Only Indigenous Australians are eligible to apply as this position is exempt under the special measures provision, section 12(1) of the Equal Opportunity Act 2010 (VIC).**

We encourage applications from people of culturally diverse backgrounds, the LBGTQIA+ community and the deaf and disabled communities. MWF will consider flexible working options for all applicants and reasonable adjustments for applicants with disability.

If the successful applicant is an emerging programmer and would appreciate the support of an external mentor, MWF will support and resource this.

### **Primary responsibilities and accountabilities of the role**

#### **Artistic programming**

- Lead the curation, development and delivery of a dedicated stream of First Nations programming that is consistent with MWF's values, strategic goals, revenue target and budget. This includes researching books and writers, identifying themes and topics, and corresponding with authors and publishers.
- Collaborate with the Artistic Director, Associate Director and Program Manager on the curation of the broader Festival program, within parameters set by the Artistic Director.
- Develop and maintain strong relationships with publishers, authors and agents, and manage interactions with interstate and local authors as required.
- Other duties as agreed with the Artistic Director.

#### **Program execution and delivery**

- Initiate invitations for the First Nations programs under the direction of the Artistic Director; and with assistance from the Program Manager, oversee the artist acceptance process, program build and database operational processes.
- Track and oversee First Nations programming budgets (flights, accommodation, speaker fees) and coordinate travel and accommodation bookings for relevant artists, liaising with presenting partners to ensure smooth delivery of artist logistics.
- Assist the Artistic Director with writing program copy and event briefs for an external copywriter.
- Assist the Artistic Director with the creation of documents to assist the smooth delivery of the Festival program, and distribute author schedules and welcome packs.
- Assist Festival staff in maintaining accurate records and databases.
- Assist the Program Manager in managing and maintaining accurate participant and event information in the Festival database (FileMaker Pro).
- Assist the Artistic Director and Program Manager with artist care processes.

#### **Key selection criteria**

- Both emerging and experienced programmers are encouraged to apply, and no previous programming experience is required. Applicants should however have a broad working knowledge of First Nations writing, the Australian publishing industry, and a passion for literature and public programming.

- Excellent verbal and written communication skills.
- Proven ability to work under pressure and to deadlines, and to respond flexibly to new challenges and situations in a small team environment.
- Exceptional attention to detail and organisational, logistical and project management skills.

### **More information**

The MWF office is in The Wheeler Centre in State Library Victoria.

The Board oversees the governance and strategic direction of MWF. MWF is a not-for-profit incorporated organisation funded by box office and other earned income; state, local, federal and international government funding; sponsorship, donations and fundraising.

For further information about the role, please email Artistic Director Michael McGuire at [michaela@mwf.com.au](mailto:michaela@mwf.com.au)

Your application should include:

- A cover letter that outlines your interest in the role and addresses how your experience matches the selection criteria
- Your current CV

Please attention your application to Michaela McGuire ([michaela@mwf.com.au](mailto:michaela@mwf.com.au)) by **5pm, Friday 17 December 2021**.

**Please note: The MWF office is closed for the holidays, and applicants will be contacted in the week commencing 10 January 2022 to arrange interviews.**