

POSITION DESCRIPTION

Position title: INTERIM CEO

Reports to: MWF Board

Commencement date: December 2023

Work type: Full-time position, Fixed Term, December 2023–June 2024, with option to extend by mutual agreement. Part-time and flexible hours will be considered. January start date will be considered.

Location: Melbourne CBD

Who we are:

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

The festival prioritises live experiences for audiences at the State Library Victoria and the Melbourne CBD. Through its Schools Program, MWF is proud to be growing the next generation of readers.

About the role:

The Interim CEO provides the executive leadership. This includes business, financial, staff, stakeholder and legal management of the organisation.

The Interim CEO has responsibility for setting strategy in collaboration with the Board and the Artistic Director.

The Interim CEO works collaboratively at a senior level, ensuring excellence, inclusion, impact and sustainability inform all processes.

The Interim CEO ensures that the organisation supports its artistic vision.

Leading by example, the CEO ensures MWF is a positive and inclusive workplace and strives to be an employer of choice.

Primary responsibilities and accountabilities of the role

Strategic leadership:

- Develop and implement strategy to execute the Board's vision, working closely and collaboratively with the Artistic Director to realise the festival's artistic vision.
- Develop new funding streams and increase revenue to ensure the festival's long-term growth, value and viability. Lead the development and growth of new funding streams from Government, donors, philanthropists, corporate partners and trusts and foundations.

- Hire, manage and support staff. Build a cohesive, rewarding and high-performance workplace culture. Manage and mentor direct reports.

Business planning and governance:

- Develop and execute all business, operational, financial planning and organisational risk management.
- Oversee business strategic direction. Develop and implement high quality business plans that align with short- and long-term objectives.
- Ensure all governance and legal obligations are met, including Board governance requirements.
- Keep the Board apprised of key aspects of the organisation's operations, finances and performance (and material changes to them). Ensure the Board has sufficient information to execute all governance responsibilities.

Finance:

- Hold primary responsibility for the management of the organisation's finances and financial activities, including those related to planning, record keeping, analysis, reporting and financial risk management.
- Prudently manage cash flows, the financial position and performance of the organisation, and financial risk.
- Develop financial forecasts and budgets for approval by the Board.
- Ensure activities of the organisation are managed within agreed budgets.
- Ensure the financial mechanisms and systems of the organisation provide for the timely capture of all relevant material information and are functioning effectively.
- Provide timely financial reports and analysis for the Board and ensure compliance with all external reporting requirements.

Communication, business development and stakeholder management:

- Lead by example and exemplify the organisation's values.
- Maintain and build relationships with key stakeholders at all levels of government, as well as funding bodies and sponsors.
- Manage and direct relationships with funding bodies including the application, reporting and acquittal of all Australian government grants.
- Develop sponsorship cases for support, deliver stakeholder value and ensure fulfillment of agreements.
- Work to further the profile and standing of the Melbourne Writers Festival.

Business operations:

- Ensure effective resourcing and delivery of all operations.
- Maintain central database systems and lead system development in response to business needs.
- Negotiate, manage and cultivate venue partnerships.
- Negotiate and manage the provision of ticketing systems, contracting and logistics.
- Manage annual festival wrap-up, reporting and acquittal process.

- Ensure events are compliant with the Victorian Government Public events framework.
- Ensure the organisation adapts to opportunities and challenges in the operating environment.

Human Resources

- Develop and implement a strategy that realises the organisation's commitment to diversity and inclusion, and its aspirations to be reflective of our broader community.
- Effectively manage and provide leadership to a team of permanent employees and a seasonal workforce made up of casuals and volunteers.
- Review and plan human resource needs. Manage human resources manuals, tools, policies and procedures, and occupational health and safety requirements.
- Lead staff development, performance management and issues resolution. Conduct bi-annual performance reviews and exit interviews for direct reports.
- Manage timely and equitable recruitment processes and legal requirements including contracting and remuneration of staff.
- Maintain appropriate staff records including leave, employment agreements and correspondence.
- Ensure all staff entering the office meet Victorian Government vaccination status standards.

Key selection criteria

- Demonstrated experience in leading an organisation in a dynamic and competitive environment.
- Demonstrated experience in strategic planning and implementation, thinking at a big-picture level.
- Demonstrated ability to translate strategic direction into day-to-day activity.
- Extensive experience in financial and operational management and income generation.
- Proven experience in developing and managing partner and stakeholder relations, including government funders.
- Proven record of aligning teams with organisational goals through effective people management.
- Excellent communication and problem-solving skills.
- Links with and understanding of the creative arts industries.

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, please email Gail Lister, recruitment@mwf.com.au