

POSITION DESCRIPTION: CREATIVE PRODUCER

Hours: Part-time 14hrs per week (select weekdays can be chosen by successful candidate). Flexible work hours may be negotiated with the successful candidate.

Contract: One (1) year fixed term position. The first six (6) months will be a probationary period.

Start Date: Mid-Late October 2022

Location: ACT Writers is based in the ACT. While the successful applicant will work remotely, they will also need to be physically present in the ACT on a weekly basis.

Reporting to: ACT Writers CEO

Remuneration: Social, Community, Home Care and Disability Services Industry Award Level 3 pay point 4 pro rata

Responsible for: Curation and coordination of creative programming, including professional and creative development opportunities.

ACT Writers (ACTW) is seeking someone who is organised, passionate about the Australian writing and publishing sector, collaborative and believes in uplifting new voices to be our next Creative Producer. The Creative Producer is responsible for overseeing all creative programming and advice services.

ACTW is a values-based organisation with flexible working options available for the successful candidate. ACTW is an equal opportunity employer, and we particularly encourage applications from First Nations Peoples, people who identify as culturally and linguistically diverse, LGBTQIA+ individuals and people who identify as having a disability or chronic illness.

Founded in 1995, ACTW is the leading organisation of writing-based culture in the ACT. We advocate for, connect, develop and celebrate writers. We are adaptive, inclusive and resilient.

As a Key Arts Organisation, ACTW is committed to developing an innovative, vibrant and sustainable sector by providing opportunities for writers and developing mutually beneficial collaborations.

ACTW will provide a comprehensive handover experience with the successful candidate and outgoing Creative Producer. A range of training and professional development opportunities will be available to the successful candidate. Our priority is finding the right person for the role whose values and attitudes align with the mission of the organisation.



MAIN DUTIES

Creative Programming: Flagship Initiatives

The creative producer is responsible for curating and developing initiatives, ensuring they fit within our artistic vision and align with strategic goals and values:

DUTIES INCLUDE:

Project development:

- Propose, research, and develop unique, essential creative and professional development opportunities for writers.
- Monitoring and understanding of writing and publishing sector trends.
- Contributing to the review and maintenance of the programming policy and strategy.

Project Execution:

- Selecting presenters, ensuring that they fit within our programming policy.
- Liaising with presenters, including event set up and confirmation.
- Building the activity proposal, ensuring it aligns with the ACTW programming strategy.
- Setting up the event page and organising tickets.

Project Logistics:

- Management and production of flagship initiatives from start to finish.
- Manage all event logistics, including digital delivery or physical delivery (venue hire, catering etc).

Advice services:

Advice services are how ACTW provides expertise and industry advice to members, supporting Canberra writers in the next stage of their professional career. These services include general writing advice, industry advice, manuscript assessment, and editing.

DUTIES INCLUDE:

Customer Service:

- You will be speaking to a wide range of people in this role, from our members, the general public through to industry professionals. We are looking for someone with warm, adaptive customer service skills.
- Often, our advice requests can come from left field, so our creative producer needs to be able to manage difficult requests while remaining calm and composed.

Strong Administration Skills:

- Curating a professional service registry, including local and interstate professionals.
- Respond to member requests and enquiries regarding professional services within the approved time frame.
- Manage invoices from non-members paying for advice services.



SELECTION CRITERIA

- Excellent project management skills and the ability to work collaboratively as well as independently.
- Proven track record of building and maintaining professional relationships.
- A clear understanding and passion for the Australian literary sector and cultural landscape.
- Exceptional time management and prioritising.
- Experience with working and understanding funding bodies.
- Understanding of and connection to the ACT arts sector.

DESIRABLE

- Experience curating, developing and managing an artistic program (across any artform).
- Professional connections with the Australian publishing sector.
- Experience with experimental and pilot programs.
- Experience working and collaborating with cross discipline artforms.

Applications for this role must be received by 9am on Monday 5 September 2022. To apply, please submit the following to Meg Wilson at ceo@actwriters.org:

- A cover letter addressing the selection criteria (no more than 2 pages).
- A copy of your CV.
- Any relevant social media handles.
- A little bit about the last book you read (or listened to) or a book you that resonated with you (optional).

To schedule a confidential conversation about this role, please contact Meg Wilson, CEO, ACT Writers, at ceo@actwriters.org

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