

- DATED:** September 2020
- POSITION:** StoryBoard Project Coordinator (contract position)
- JOB DESCRIPTION:** Manage and co-ordinate all aspects of the StoryBoard project on behalf of Byron Writers Festival
- REPORTS TO:** Head of Operations and StoryBoard sub-committee
- CONDITIONS:** Contracted position with an hourly rate of \$33 plus super contributions; 24 hours per week with usual weekly hours of 9am-3pm Monday-Thursday

**SELECTION CRITERIA:**

- Must have worked with children
- A knowledge of grants applications and acquittals
- Experience in the arts sector is favourable
- Experience managing a team
- Experience managing multiple projects concurrently; well-developed time management skills and ability to prioritise work
- Demonstrated knowledge and experience in program development, co-ordination and evaluation
- Experience with managing and reporting budgets - experience with Xero is favourable
- Experience with Excel - favourable

**RESPONSIBILITIES:**

The Project Coordinator carries overall responsibility for delivering the StoryBoard program and achieving the goals and milestones agreed with Byron Writers Festival and funding partners as set out in the annual business plan.

Managing the relationship between schools and authors, monitoring and reporting on goals, milestones and budgets on a regular basis, and program development to ensure what we offer is of a high quality and meets the needs of the target audience (youth 7-18 years).

To achieve this the Project Coordinator will:

**OVERSEE PROGRAM DEVELOPMENT - StoryBoard**

- Liaise with the working group, StoryBoard, Byron Writers Festival team, teachers and students to design, curate and deliver a program that is relevant to the target audience and inclusive of the target audience
- Facilitate strategic planning meetings with StoryBoard Team as required
- Contribute to the annual business plan and annual report

- Be familiar with the NSW English Curriculum and identify links between StoryBoard workshop content and the syllabus to ensure relevance for schools
- Seek opportunities for collaborations within the local and wider community to spread the reach of the program
- Develop strategic pathways for children and young people to develop their writing through one off school visits, masterclasses, mentorships, student placements and volunteering
- Find and provide publishing opportunities and competitions for Northern Rivers youth including co-ordination of the annual Susie Warrick Young Writers Award

### **DELIVER STORYBOARD VISITS**

- In collaboration with the StoryBoard Administrator, co-ordinate all StoryBoard school visits (80+) and events during the year, including overseeing and arranging all logistics (transport, drivers, authors, volunteers, registrations, tracking, evaluation, etc
- In collaboration with StoryBoard Authors and StoryBoard Administrator curate, schedule, manage and ensure delivery of 80 masterclasses in local Libraries

### **Manage school relationships and logistics**

- Establish school relationships, liaise with schools in SB footprint (100+) and facilitate bookings
- Ensure the program is equitable by targeting resources towards those schools in most need, geographic, financial, educational
- Manage and oversee online booking system
- Work with StoryBoard Administrator to schedule school bookings (80+ visits)

### **Oversee administration and logistics including OH&S and Child Safety**

- Oversee the ongoing maintenance of the Storyboard Bus (insurance, registration, servicing, petrol, parking) with clear allocation of duties to Bus Co-ordinator
- Ensure that volunteers and contract staff are covered by Festival PL Insurance
- Coordinate author timetables, flights, accommodation tours and bookings
- Coordinate release forms, attendance rolls and incursion documents
- Prepare any necessary contracts (e.g. van maintenance)
- Manage StoryBoard administration, keep appropriate records and oversee administration of StoryBoard with clear allocation of duties to Festival Administrator, Workshop
- Create and revise when necessary Policies for Child Safety and Duty of Care, Bus and Driver Policy, Volunteer Policy

### **Track and manage the budget**

- Create the annual Budget for approval by Board
- Ensure all expenditure is within budgets approved by the StoryBoard committee, Board and

outlined in Funding Agreements

- Ensure correct invoicing and accounts are placed for agreed expenditure
- Track and report on budget expenditure as required – at least every term

#### **Identify, pursue and manage fundraising opportunities and grants**

- Work with the Partnerships Manager to identify opportunities, and assist to prepare materials/applications
- Take full carriage of completion of StoryBoard grant acquittals

#### **Promote StoryBoard's presence and achievements**

- Oversee the maintenance of the StoryBoard website with clear allocation of tasks to Marketing Manager and Festival Administrator
- Set up and maintain consistent digital content/ social media- local presence
- Prepare press releases and promotional materials, working with the Marketing Communications Manager as needed
- Attend and present papers/workshops at relevant

#### **Susie Warrick Young Writers Award**

- Co-ordinate all aspects of the Susie Warrick Young Writers Award including, promotion, submission process, liaison with applicants, engagement of Judges, short-listing and announcement of winners in social media and at the Main Festival. Ensure that stories by winners and runners up are published online and in the *northerly*. Publish all winning stories and runner's up in an annual Susie Warrick Award Anthology.

### **HUMAN RESOURCES:**

#### **Manage author relationships and logistics**

- Maintain and grow the author and illustrator database and liaise with authors
- Share annual schedules for school visits
- Develop contracts (MOU's) for Authors and illustrators with bookings with clear guidelines for delivering the presentations and workshops in schools and the community
- Provide opportunities for author feedback (such as annual workshops and surveys)

#### **Oversee volunteers and interns**

- Recruit and offer induction and training to volunteers
- Create meaningful experiences for the participation of volunteers and interns
- Development of position descriptions, contracts, budgeting for contract positions

- Engage and manage contractors including casual Bus Drivers, Workshop Coordinators, Bus Co-ordinator, Authors and Illustrators
- Oversee Bus Coordinator Position
- Oversee Workshop Coordinators

## **GOVERNANCE**

### **Carry out monitoring, evaluation and reporting**

- Design and gather information through surveys and testimonials for teachers and students
- Provide a brief report monthly to the Byron Writers Festival Board
- Provide a detailed report each term on StoryBoard's progress against goals and budgets
- Contribute to an annual report for StoryBoard
- Meet with and report to the StoryBoard sub-committee as needed.
- Complete Acquittals in accordance with funding requirements

For further information on the StoryBoard program visit this page:

<https://byronwritersfestival.com/storyboard/about-storyboard>

**Please apply with your CV and a covering letter to [sarah@byronwritersfestival.com](mailto:sarah@byronwritersfestival.com)**

**by 4 September 2020.**