

## Program Manager (maternity leave contract)

### Role Description

<b>Employment Type</b>	Part Time
<b>Employment Term</b>	March 2023 – October 2023 (8-month maternity leave contract)
<b>Salary/Payment</b>	\$70,000 + super, pro rata
<b>Hours</b>	30.4 hours per week, to be worked flexibly; with set period of fulltime hours during Festival period
<b>Reports To</b>	CEO & Artistic Director
<b>Direct Reports</b>	Program Co-ordinator Consultants and Contractors - Program
<b>Location</b>	Byron Writers Festival office/Hybrid work from home + attend office and festival site as required

### Overview

As Australia's favourite regional meeting place of storytelling and ideas, Byron Writers Festival (Byron WF) attracts thousands of audiences annually to experience shared moments of human connection.

Byron Writers Festival is central to the literary, cultural and intellectual life of the Northern Rivers region and contributes to a vibrant arts sectors nationally. We strive for: a pioneering attitude to creativity; being a leader in the Australian arts community; accessible and inclusive programs; meaningful and enduring partnerships; and a responsible approach to the environment.

Our artistic vision is informed by a belief in the power of literature in shaping lives. It highlights the importance of stories, ideas and debate in influencing our culture and affecting change.

Through our vibrant year-round program, we celebrate diverse Australian writers and stories, engage audiences with new ideas, and enhance access to literature and literacy for people regionally and nationally. We have four flagship programs: the annual Byron Writers Festival, our free creative writing program for children StoryBoard, professional development services for our members, and our annual residential mentorship opportunity.

### Role Purpose

Reporting to the CEO & Artistic Director, the Program Manager plays a pivotal role in shaping and delivering a high quality, meaningful and dynamic annual program of events and activities to support the realisation of the artistic and strategic vision for Byron Writers Festival. This role develops and delivers a diverse and inclusive range of programming, partnerships and content to engage priority audiences and communities with transformational experiences, including the annual Byron Writers Festival.

Working closely and collaboratively with the CEO & Artistic Director, this creative role includes co-curation of the annual Festival program and year round program of events, activities and content. The Program Manager is responsible for the management and delivery of the Byron Writers Festival program including publisher and artist liaison and management; program scheduling; and onsite artist/author management; as well as co-ordination of year-round events, workshops, residencies and mentorships, and the programming and development of digital content.

The position works to uphold Byron Writers Festival's commitment to best-practice community arts and cultural development in all Byron WF programs, demonstrating self-determination by communities and innovation in creative expression.

### Key Accountabilities

- Collaborates with the CEO & Artistic Director to co-curate the annual Byron Writers Festival program and the annual program of activities and events.
- Contributes to development and delivery of content strategies and plans to engage audiences digitally with Byron Writers Festival.
- Manages all aspects of program development and delivery including artist and publisher liaison and management; program content development; scheduling, event co-ordination and evaluation.
- Manages and delivers out of season events, workshops, residencies and mentorships, and the programming and development of digital content.
- Develops and manages cultural and sector partnerships that support the realisation of Byron WF strategic and artistic objectives.
- Engages and manages personnel, contractors and consultants engaged to develop and deliver programs or activities. Oversee all tasks undertaken by those positions, assigning activities, managing priorities, and coordinating workloads to ensure the smooth delivery of events, programs and content.
- Point of contact for writer members. Devises and evaluates activities for writers to identified needs for this segment.
- Supports the Manager, Artist Care and Audience Experience to secure travel arrangements and identify special production requirements for authors and program participants.
- Works collaboratively with the Byron WF team to support delivery of core business activities by providing information, advice and reporting on programs activity in a collegiate and timely manner.
- Fosters and maintains relationships with authors, key industry representatives and sector partners and maintains a strong and current understanding of current best practice, issues affecting the literary, arts and cultural sectors.
- Manages and tracks the programs budget for the Byron Writers Festival to deliver all program activity within budget.

### Key Challenges

- Deliver outstanding results and to a high level of artistic and production excellence in keeping with the reputation of the Byron WF within tight timeframes in a restricted resource environment.
- Manage internal and external relationships with grace and discretion while working under pressure.

### Key Relationships

Who	Why
<i>Internal</i>	
CEO & Artistic Director	<ul style="list-style-type: none"> <li>• Collaborate closely to articulate strategic objectives and artistic vision into programming</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>• Provide project management for the delivery of programs and activities.</li> <li>• Provide timely and accurate reports and expert advice to inform decision making</li> </ul>
General Manager	<ul style="list-style-type: none"> <li>• Follow direction on all operational and administrative matters</li> <li>• Provide timely and accurate information and expert advice to inform decision making and progress work flows</li> </ul>
Artist Care & Audience Experience Manager	<ul style="list-style-type: none"> <li>• Provide timely and accurate information and expert advice to inform decision making and progress work flows</li> </ul>
Marketing Manager	<ul style="list-style-type: none"> <li>• Provide timely and accurate information and expert advice to inform decision making and progress work flows</li> </ul>
Development Manager	<ul style="list-style-type: none"> <li>• Provide timely and accurate information and expert advice to inform decision making and progress work flows</li> </ul>
Administrative Coordinator	<ul style="list-style-type: none"> <li>• Provide timely and accurate information and expert advice to inform decision making and progress work flows</li> </ul>
Byron WF Team	<ul style="list-style-type: none"> <li>• Work collaboratively to foster efficient and effective workflows and team culture</li> </ul>
Contractors and Volunteers	<ul style="list-style-type: none"> <li>• Manage program contractors, consultants and volunteers</li> </ul>
<i>External</i>	
Artists, authors and storytellers	<ul style="list-style-type: none"> <li>• Negotiate and manage all artist/author agreements to ensure ROI and agreed delivery of materials and services</li> <li>• Foster and nurture relationships with artists, authors and participants in Byron WF programs</li> </ul>
Cultural Partners	<ul style="list-style-type: none"> <li>• Foster, negotiate and manage strategic partnerships with aligned organisations</li> </ul>
Contractors and Suppliers	<ul style="list-style-type: none"> <li>• Negotiate and manage program related contracts, agencies, contractors and suppliers to ensure ROI and agreed delivery of materials and services</li> </ul>
Key Stakeholders	<ul style="list-style-type: none"> <li>• Foster and nurture relationships with key industry and community contacts</li> </ul>

### Decision Making

- The Program Manager plans and delivers content and programs, including the Byron Writers Festival and year round activities and makes decisions on prioritising own workload within given timeframes and in accordance with standard operating procedures. The role is required to make decisions relating to curatorial and relationship management in the delivery of programs and services.
- Decisions on matters outside the Program Manager's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the organisation are escalated to the CEO & Artistic Director and/or the General Manager.

### Budget Delegation

This position is authorised to approve budget allocations of expenditure up to \$3,000. Any expenditure above this amount must be referred for approval to the CEO & Artistic Director.

## Essential Requirements

1. Proven track record in literary and ideas programming, with strong acumen for artist care and relationship management.
2. Proven success in delivery of events, workshops, and similar activities.
3. Knowledge and experience of literary, arts and cultural sector and current best practice and issues.
4. Strong administration and event management skills.
5. Knowledge and aptitude for personnel management.

## Core Capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

## Our Values

- **Integrity** - Choosing what is right over what is fun, fast or easy; choosing to practice our values rather than simply professing them.
- **Respect** - Respecting writers and their contribution to our world; respecting each other and differing opinions; respecting our partners, the environment; the Arakwal people of the Bundjalung nation and all Australian First Nations people.
- **Connection** - Connecting across difference; bringing together diverse people, communities, voices, perspectives, stories, ideas; connecting writers, readers, publishers, members, mentors, creative organisations, storytellers; engaging meaningfully through words, conversations and storytelling.
- **Creativity** - Celebrating creativity, art and artists are intrinsic to what we do; we believe creativity is at the core of being human and thus is the heart-beat of the organisation; we are creative in the way we curate, program and present artists to audiences; we are creative in our organisation and working culture.
- **Adventure** - A quest for intellectual, emotional, artistic, personal and collective adventure through storytelling; sparking curiosity, ideas, passion; opening our hearts and minds, daring greatly; what would the world look like if . . .

## How to Apply

If you are interested in this opportunity, please read the position description which can be found [here](#)

Written applications should include:-



1. a cover letter outlining your suitability for the role and interest in working with Byron Writers Festival;
2. a resume / curriculum vitae
3. contact details of two referees who can comment on your competency in regard to the essential requirements.

Please address application to Zoe Pollock, and email to [info@byronwritersfestival.com](mailto:info@byronwritersfestival.com)

Please combine your application into a single PDF or Word document.

If you have further questions regarding the role, please email [info@byronwritersfestival.com](mailto:info@byronwritersfestival.com) or call the Festival office on 02 6685 5115.