



Program Manager

Role Description

| | |
|------------------------|---|
| Employment Type | Part Time |
| Employment Term | 6 January 2025 – January 2026 Earlier commencement date considered |
| Salary/Payment | \$70,000 + super, pro rata |
| Hours | 0.8 FTE (30.4 hours/week) |
| Reports To | Artistic Director, Executive Director |
| Location | Byron Writers Festival office, Byron Bay |

Overview

As Australia's largest regional writers festival, Byron Writers Festival attracts thousands of audiences annually to experience the best in literature and 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 sector nationally. We strive for a pioneering attitude to creativity, being a leader in the Australian arts community, accessible and inclusive programs, meaningful and enduring partnership, and a responsible approach to the environment.

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

Role Purpose

Reporting to the Artistic Director and Executive Director, the Program Manager plays a pivotal role in shaping and delivering a high quality, meaningful and dynamic annual program of events. This role develops and delivers a diverse and inclusive range of programming and partnerships to engage audiences and communities with transformational experiences, including the annual Byron Writers Festival.

Working closely and collaboratively with the Artistic Director, this creative and administrative role includes co-curation of the annual Festival program and year round program of events. The Program Manager is responsible for the management and delivery of the Byron Writers Festival program and Schools 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.

Key Accountabilities

- Collaborate with the Artistic Director to co-curate the annual Byron Writers Festival program, Schools program, and the annual program of activities and events.
- 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.
- 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.
- Manage and track the programs budget for the Byron Writers Festival to deliver all program activity within budget.

Key Selection Criteria

1. Proven track record in literary or other arts programming
2. Strong understanding of artist care and relationship management
3. Proven success in delivery of events, workshops, and similar activities
4. Strong administrative skills, especially with experience in the management of databases and high volumes of communications
5. Strong written and verbal communication skills and a finely attuned attention to detail

How to apply

Applications must be received by **5.00pm Monday 21 October**. Please submit your CV (maximum two pages) and cover letter addressing the key selection criteria (maximum two pages) combined into one document to Shien Chee, Executive Director at shien@byronwritersfestival.com.

Interviews will be held at the Byron Writers Festival office in Byron Bay on Wednesday 30 and Thursday 31 October.

Byron Writers Festival is committed to building an inclusive workplace environment. We encourage applications from Aboriginal and/or Torres Strait Islander people and people from underrepresented backgrounds. We know that many talented people only apply for jobs when there is an exact match. If you don't fit all the criteria but believe this role is for you, we would very much like to hear from you.