



WRITERS SA

Program Coordinator WRITERS SA

Location	Institute Building, North Terrace & Kintore Ave, Adelaide SA 5000
Reporting to	Director
Working with	Director, Membership and Administration Coordinator
Position type	0.6FTE. Roster subject to negotiation. Probationary period of three months, with an initial one-year contract term.
Salary details	\$52,000 per annum pro rata (\$31,200 per annum) + 9.5% superannuation
Employment period	One year from commencement.
How to apply	Applications close 5pm, Friday 1 March. Email CV, a maximum one-page cover letter, and a maximum two-page statement addressing the selection criteria to Lynda de Koning, General Manager at lynda@writerssa.org.au

ABOUT THE ROLE

Writers SA seeks a Program Coordinator to coordinate and deliver Writers SA's program of workshops and events. The Program Coordinator works closely with the Director on artistic programming and event management to deliver on the organisation's key strategic aims to foster a community of writers and support writers' careers in the state.

SELECTION CRITERIA

1. Thorough knowledge of contemporary Australian literature and the publishing industry
2. Demonstrated experience in event planning and delivery
3. Outstanding interpersonal, relationship management and communication skills
4. Experience coordinating a team of volunteers
5. Excellent computer literacy, including skills in content creation and website management
6. Excellent writing skills, including copywriting
7. Strong process and time management skills
8. Empathy with the goals and philosophy of Writers SA

Note: Writers SA is also recruiting a Marketing Coordinator (0.3FTE). If you can demonstrate skills and experience and wish to apply for both roles (to be combined into 0.9FTE) please contact us.

ABN 40 783 458 265

www.writerssa.org.au - info@writerssa.org.au

(08) 8223 7662 - PO Box 43, Rundle Mall, Adelaide SA 5000



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PROGRAM COORDINATOR POSITION DESCRIPTION

Key Responsibilities and Duties

Programming:

- Liaise with the Director and staff to develop program content
- Develop program timelines and schedules
- Monitor and report on program attendances and income against targets (weekly staff meetings and end-of-month and end-of-quarter reports)
- Liaise and contract workshop leaders, speakers and other artists
- Coordinate budget and payments associated with the program, including workshop leaders, speakers, artists payments and associated program costs
- Manage the shared calendar with events, workshops and projects
- Manage venue bookings
- In partnership with the Director and Marketing Coordinator, develop program copy in a timely manner
- Liaise with marketing staff to ensure appropriate promotions
- Liaise with administrative staff to ensure smooth booking procedures and communication with participants
- Maintain event and program related materials
- Ensure technical and other requirements are in place for program delivery
- Attend and assist with any workshops as needed
- Set up and bump out workshop and event venues as required
- Input programming data into reports, and record outcomes of program delivery for admin and reporting purposes

Volunteer Management:

- Respond to enquiries and maintain volunteer records
- Train, roster and coordinate workshop and other program volunteers

General:

- Liaise with internal and external stakeholders in a professional and pleasant manner
- Maintain a broad and current knowledge of our programs and services and contribute to answering member and customer enquiries
- Work in accordance with Writers SA values, policies and procedures to contribute to a safe, healthy and ethical workplace
- Answer phones in the office
- Any other duties as reasonably required



WRITERS SA

APPLICATION PROCESS

1. When after reading through this document and visiting our website, if you have further questions about the role, please contact Jessica Alice, Director, on (08) 8223 7662 or jessica@writerssa.org.au.
2. Applications must consist of a one-page cover letter, two-page (maximum) response to the KSC, a brief CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name.
3. Applications should be sent to Lynda de Koning, General Manager, at lynda@writerssa.org.au by 5pm, Friday 1 March.
4. The start date of this role is to be negotiated upon applicant's availability, however the ideal start time is mid-March. If there are specific dates or times when you are unavailable please let us know in your cover letter.

ABOUT WRITERS SA

Writers SA is a not for profit organisation that aims to foster, develop and promote writers and writing. Established in 1985, Writers SA was the first writers' centre in Australia, and continues to act as a resource for writers of all ages and experiences, assisting both new and established writers on every aspect of writing craft and publishing.

Writers SA is located on Kurna land, and we acknowledge Kurna people as the original storytellers of this place. We pay our respects and give thanks to Kurna elders past present and future, and to all Aboriginal and Torres Strait Islander people on whose lands we live, work and create.

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