WRITERS SA

Program Manager
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Location	Institute Building, North Terrace & Kintore Ave, Adelaide SA 5000
Reporting to	Chief Executive Officer
Working with	Operations Manager, Marketing Coordinator, Finance Officer
Position type	Full time, or 0.8 FTE on negotiation. Probationary period of three months, with an initial one-year contract term and a view to be renewed
Salary details	$75,000 per annum pro rata + 11% superannuation
Employment period	One year from commencement in January 2023
How to apply	Email CV, brief cover letter, and a maximum two-page statement addressing the selection criteria to Jessica Alice, CEO, at jessica@writerssa.org.au

ABOUT THE ROLE

The Program Manager is the key creative programming role at Writers SA. Based anywhere in South Australia, the Program Manager oversees a statewide program of literary skills development courses and author events to promote, develop and showcase writing and literary production. As this position involves the delivery of live and digital events across South Australia, some travel and out of hours work may be required.

Key Responsibilities and Duties

Programming & Events:
- Lead the curation and delivery of a quarterly program of literary events across the state
- Lead programming partnerships with a diverse range of stakeholders
- Liaise with writers, publishers, and publicists to contract artists
- Manage the program budget and ensure the timely payment of artists
- Oversee venue, production and technical requirements including digital streaming
- Manage a roster of volunteers and casual event staff

Management & Administration:
- Liaise with marketing staff to ensure appropriate promotions, assets and materials
- Provide regular reports and evaluation to the CEO
- Prepare program-related grant applications and project proposals

General:
- 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
- Any other duties as reasonably required

SELECTION CRITERIA

1. Knowledge of and experience in Australian literature and publishing
2. Experience in the programming and production of live and digital public programs
3. High level attention to detail and organisation
4. Experience managing and reporting on program budgets
5. Demonstrated commitment to inclusive and representative arts programs

APPLICATION PROCESS

1. When after reading through this document and visiting our website, if you have further questions about the role, contact Jessica Alice, CEO at jessica@writerssa.org.au
2. Applications must consist of a one-page cover letter, two-page (max.) 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 name
3. Applications should be sent to Jessica Alice, CEO, at jessica@writerssa.org.au by **11:59pm Tuesday 29 November**. Shortlisting will quickly take place, with interviews held promptly between Tuesday 6 and Thursday 8 December January at the Writers SA offices, or on Zoom. If you are unavailable on these dates please note your alternate availability in your cover letter.
4. The start date of this role is mid January 2023 or as is practicable.
5. If the successful candidate is based in regional South Australia, a travel subsidy will be provided to attend any required time at the head office in Adelaide.

Writers SA is committed to a diverse and inclusive workplace. We encourage applications from First Nations peoples, people from culturally and linguistically diverse backgrounds, people who identify as LGBTIQ+, and people with disabilities.

Writers SA is located on Kaurna Yerta, and we acknowledge Kaurna people as the original storytellers of this place. We pay our respects and give thanks to Kaurna elders past and present, and to all First Nations people on whose lands we live, work and create.