

Job title	Digital Producer
Remuneration	\$6500 independent contract fee
Reporting to	Artistic & Executive Directors
Duration	Four months March-June 2019; see below for more details

EWF is looking for a Digital Producer to assist with the delivery of the 2019 Emerging Writers' Festival digital program. This entry-level role is specifically designed for an emerging producer with an interest in digital storytelling and technologies. The Digital Producer will provide support to the core festival team and will be responsible for delivering a suite of digital programs within the 2019 Emerging Writers' Festival. The successful candidate will develop their skills in all facets of festival management, including artist liaison, marketing and development, production and administration.

Now entering our 16th year, the Emerging Writers' Festival (EWF) is one of Australia's most established and well-respected literary festivals. EWF is a festival for storytellers of all kinds. Even though we're a writers' festival, we're not just about novels. The festival is dedicated to supporting storytelling in all its forms, including things as varied as podcasting, playwriting, poetry, interactive narrative design, photography and comics. We champion, develop and promote Australia's new writing talent, creating platforms for connecting writing communities and their audiences. We are passionate about strengthening all tomorrow's voices, and developing emerging cultural leaders. The 2019 Emerging Writers' Festival will take place from 19-29 June.

#### Key responsibilities

- Manage a suite of digital events within the 2018 EWF program, including taking the lead on artist liaison, project management and delivery;
- Assist the Artistic Director with the curation of the digital program, taking ownership over specific segments of the program
- Coordinate communication between the Festival and Festival artists, including drafting and sending artist invitations and letters of agreement;
- Work with the Artistic Director to prepare program copy for the program and website;
- Develop and deliver briefing sheets to Festival artists;
- Manage the delivery of digital projects, including setting deadlines for artists and providing feedback on work;
- Coordinate the live-streaming (webcam and facebook live) and recording of events (zoom recorder) during the festival;
- Assist with the delivery of both digital and live events to a professional standard within the festival period.

#### Conditions

- This position is a contract role. The Digital Producer will be contracted by the Emerging Writers' Festival and will work from the festival office at the Wheeler Centre in Melbourne.
- The contract will start in early March at 1 day per week (0.2 FTE), increasing to two days per week (0.4 FTE) from April-June inclusive. Actual days worked to be negotiated.
- Extra work, including on-site and out-of-hours, will be required during the festival period (19-29 June). This has been factored into the contract fee.
- The contract fee is \$6,500, to be paid in monthly instalments via invoice.

#### Selection Criteria

This position will work best for someone who has some experience in event organisation but is looking for a paid role to further develop their skills. The position is designed to be an ideal stepping stone to ongoing producing and programming work in the sector. Applicants should have:

- A passion for storytelling and a keen interest in digital technologies and platforms.
- A quick learner with the confidence to work with and adapt to the use of new technologies.

- Excellent time management skills, with the ability to work under pressure to meet festival deadlines.
- Outstanding written and verbal communication skills with excellent attention to detail.

### How to Apply

There will be an expressions of interest process for this position. We want to hear why this is the right thing for you!

- Applicants must submit a one-page statement introducing themselves and addressing the selection criteria, together with a CV in a single document (word or PDF) with your surname as the file name.
- Please submit your expression of interest to [izzy@emergingwritersfestival.org.au](mailto:izzy@emergingwritersfestival.org.au) with the subject EOI: Digital Producer
- Expressions of Interest close 10am Monday 11 February 2019. Late applications will not be accepted.
- We encourage applicants to speak to Izzy Roberts-Orr, EWF Artistic Director, on (03) 9094 7876 if they have any questions about the role.

Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.