

ADELAIDE FESTIVAL AF

JOB SPECIFICATION

POSITION: PROGRAM MANAGER
REPORTS TO: Director, Adelaide Writers Week
LAST UPDATED: May 2019

Job Summary

A pivotal member of the Adelaide Writers Week team the Program Manager is responsible for the effective management of and of the delivery of the Adelaide Writers Week festival.

Key working relationships

Reporting to the Director, Adelaide Writers Week and liaises with other Festival staff and key Festival suppliers as required.

Key competencies

- Excellent literacy, writing, editing and proofing skills.
- Ability to manage complex tasks, challenging projects and competing deadlines concurrently.
- Outstanding communication and interpersonal skills.
- Strong planning, organisational and administrative skills.
- Proficiency with suite of IT programs including Word, Excel and Powerpoint. Working knowledge of simple graphic design programs (eg Photoshop and InDesign) advantageous.
- Ability to think creatively and strategically.
- Collaborative working style with an ability to work within a team in a hands-on capacity to achieve individual, team and organisational goals.
- Good humor with a positive and enthusiastic outlook.

Key Accountabilities and Functions

Grants and Program Partnerships:

- Research, apply for an acquit grants from State and national funding bodies, cultural agencies, international Governments and philanthropic bodies.

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- In conjunction with Director, research, secure and liaise with possible literary and cultural national partners, including national and regional writers' festivals, the Wheeler Centre, universities and others.

Administration of program

- Manage overall budget in conjunction with Director, Production team and Finance department
- In conjunction with Director, track invitations for program participants.
- Manage itineraries, programs for and overall participation of authors and facilitators, including:-
 - Applying for visas;
 - Management of flights, accommodation and other logistics;
 - Development and communication of participant schedules;
 - Generation and execution of Letters of Agreement;
 - Securing and distribution of books for participants.
- Coordinate payment of fees for AWW participants via Festival accounting program;
- Employ, train and manage assistants.

Publicity/marketing

- Coordinate and delivery of AWW Program Guide;
- Revision of Program Guide copy for AWW website content;
- Liaison with ABC re logistics and guest selection for On Site Broadcasting;
- Liaison with Festival Publicity Department re AWW guests' media schedules.

Supplier and Site Management

- Manage relationship with Book Tent Consultants Imprints and assist with the Book Tent logistics and delivery, including contracting casual staff per Consultant requirements;
- Manage relationship with on-site Caterers (currently Let Them Eat);

Event Delivery

- Oversee all elements of site and program delivery, including:-
 - Liaise with Site Designer, Site Coordinator and Production Coordinator about site development
 - Liaise with Festival Volunteer Coordinator to ensure provision and rostering of WW volunteers;
 - Coordination of Livestreaming program.
- Plan and manage hosted events including program launch, opening event, opening night invites, special events, AWW welcome and closing parties.

Programming

- Research writers and request books as directed by Director;
- Submit invitations to publishers as directed by Director;
- Liaise with Curator of Children's and MYA programming to develop program, including performing artists and authors.

Generic Work Skills

As a member of the Adelaide Festival staff team, all staff will demonstrate the following skills:

- Leadership - Demonstrates a commitment to corporate priorities and values, takes personal responsibility, adheres to organisational policies and procedures and upholds confidential information.
- Team-work - Approaches all personnel with respect and consideration, collaborates effectively with staff team.
- Problem solving - Embraces flexibility and lateral thinking; facilitates solutions and makes decisions based on an understanding of the relevant issues, factual information and logical assumptions.
- Influencing - Seeks to secure support and commitment from colleagues through the clear articulation of ideas, opinions and open dialogue, supported where possible by factual information.
- Communication - Active contribution to a positive and effective work environment through open and inclusive planning, continuous information sharing and transparent work processes.
- Customer service - Be accessible to colleagues and stakeholders, work to understand their needs, negotiate outcomes that are acceptable to both parties and provide deliverables as agreed.