

# EMERGING WRITERS' FESTIVAL

Emerging Writers' Festival 2017

## Internship Program: Creative Producers

The Emerging Writers' Festival is looking for communications and arts management students to undertake internships and play a vital role in the development and delivery of the 2017 Festival.

### About the Emerging Writers' Festival

The Emerging Writers' Festival is an independent arts organisation based in Melbourne's Wheeler Centre for Books, Writing and Ideas. We exist in order to promote the interests of emerging writers – to improve their opportunities for professional development as well as their engagement with the broader public. Each year the Emerging Writers' Festival brings writers, editors, publishers and literary performers together with the reading public for a festival that is an essential part of Australia's literary calendar.

In 2017 the Festival will run across 10 days, continuing in its mission to offer networking, professional development and new audience development opportunities to writers at all stages of their career. For more information about the Emerging Writers' Festival, please refer to our web site: <http://www.emergingwritersfestival.org.au>

Emerging Writers' Festival, 14 – 23 June 2017

### Position description

This internship is an ideal grounding for developing your career in the sector. Each intern will be exposed to all facets of festival management, including responsibilities covering the administration of the festival, the production of the festival as well as the programming of the festival, and will play a significant role in the success of the Emerging Writers' Festival.

Working closely with the Festival Director, General Manager, Program Coordinator and Production Manager you will:

- Take ownership of an arts management project, taking responsibility for the program development and delivery of a programmed Festival event;
- Assist in the overall development and management of the 2017 Emerging Writers' Festival;
- Assist in the production and delivery of the 2017 Emerging Writers' Festival;
- Attend relevant meetings with EWF stakeholders including project partners, and fortnightly staff meetings; and
- Produce a post-event report.

## Conditions

- This position is voluntary. Applicants undertaking the internship as a project requirement of an arts or events management, communications, publishing, editing or writing course will be looked upon favourably.
- Time commitment is half a day a week, with potential extra time leading up to and during the Festival, for a six-month period.
- Actual days/hours per week are to be negotiated with Festival Director. Some work outside of these hours might be necessary, for example, to attend meetings.
- The intern reports to the Festival Director and Program Coordinator.
- The position is located within the Wheeler Centre, Little Lonsdale St, Melbourne with some work off site as required.

## Selection Criteria

This position will work best for people who are keen to learn about literary events management, so let us know why this internship would be a great experience for you right now.

- Superb communications skills, both oral and written.
- The ability to respond to direction, and work both independently and as part of a team.
- Ability to commit to a consistent weekly schedule against other work and study commitments, across the entire six-month period, with peak periods in the month before the Festival – please let us know about all your competing time commitments.
- An interest in the Festival's mission and target audience.

## Application process

Applications should be addressed to Program Coordinator Else Fitzgerald. ***They must be received by COB Friday 16 December 2016.***

Applications must include a brief statement addressing the selection criteria (no more than 2 pages), along with a CV and referees' contact details. Please ensure this is sent as a single document. Email applications to [programming@emergingwritersfestival.org.au](mailto:programming@emergingwritersfestival.org.au).

Applicants should be able to start in early February 2017.

For further information please email [programming@emergingwritersfestival.org.au](mailto:programming@emergingwritersfestival.org.au) or call the Emerging Writers' Festival office on (03) 9094 7839.