



HUNTER WRITERS CENTRE

POSITION DESCRIPTION - DIRECTOR

Hunter Writers Centre (HWC) is a not-for-profit organisation providing support and encouragement for writers, writing and storytelling. Hunter Writers Centre operates on Awabakal Country and activates Nobbys-Whibayganba headland cottages through our project Lighthouse Arts. Our programs invite collaboration and creative development from all artforms and support a diverse range of artistic media in the Hunter region.

HWC promotes and encourages writing and related cultural activities for both beginners and practised writers and artists. We achieve this through workshops, short courses, residencies, a network of local writer's groups, competitions and awards, support in editing, manuscript development and publishing, art exhibitions and partnerships.

Reports To

Hunter Writers Centre Board of Directors

Job Overview

Member support and general operational roles

The Director is responsible for member support functions, and for promotion of HWC membership, including publication of the role of the HWC and related promotion of the work of the Centre.

1. employment and supervision of operational staff, and
2. financial management, and delivery of programs meeting KPIs as outlined in the HWC Strategic and Operational Plans.

The position would include networking and attending community events and liaising with all levels of government to seek and develop partnerships.

Projects

The Director, in consultation with the Board of Directors, has responsibility for operational oversight, management and development of approved projects, including securing, managing and reporting on funding arrangements.

HWC is presently engaged in a number of projects, including:

1. Three major annual competitions/projects - The Newcastle Poetry Prize, The Newcastle Short Story Award, and the Grieve Writing Competition.
2. 'Lighthouse Arts', which includes an Arts Trading Store and Exhibition Space to showcase the work of the Hunter's creative industries and a Residency Program. The Residency program provides working spaces for artists, predominantly writers, plus other mediums as outlined in the conditions of Studio Space booking system. The Store, Exhibition space and the Residency Program aim to increase visitors to Newcastle, and to enhance Newcastle's identity as a creative, innovative lifestyle city.

CONDITIONS OF EMPLOYMENT

- Hours: Full time 38 hours – some weekend work with flexi hours applied. Work from home hours by negotiation.
- Pay level: \$85,000 - \$90,000 plus 12% super - commensurate with experience and qualifications

RESPONSIBILITIES AND DUTIES

- Financial Management: budget, profit and loss, balance sheet, engagement of contractors, bank accounts, Xero accounting. HWC has a book-keeper and Treasurer who also oversee the Financial Operations.
- Responsibility for the day to day operational running of projects and residencies.
- Ensuring that HWC has developed procedures and guidelines for its proper operations and responsible management, in consultation with the Board.
- Managing project funding applications and sponsorships: government and non-government.
- Ensuring compliance with all conditions and terms set by funding bodies, third party contractors, and stakeholders. E.g., Create NSW, NSW Dept of Fair Trading, Port Authority NSW, City of Newcastle.
- Maintaining and updating the HWC website (with assistance from contractors where required)
- Managing social media and marketing, typesetting, books and anthologies with part-time position and contractors assistance.
- Supervising 5 part-time staff positions 1; responsible for competitions and awards and admin assistance, residencies admin and steering the Lighthouse Arts Trading Store (includes 2 further casual week end positions), 2; Membership, publishing, social media strategy and website updating and maintenance (may require some contractual assistance), 3; Part-time Lighthouse Arts Exhibitions coordinator - exhibitions, related programs.
- Ensuring proper accounts are kept, and financial compliance standards are met (assisted by a bookkeeper contracted by the HWC).
- Supervising volunteers engaged in operations

Qualifications

Certifications:

Essential, arts-related employment, program development, communications/marketing, writing/publishing, and

Essential - Degree level or long-term experience in writing or related media. Desirable – tertiary qualifications (degree or TAFE) in program development, communications and marketing in the field of creative media .

Experience:

- Essential , business management, financial management,
- Essential, demonstrated previous experience in organisation management in a senior capacity,
- Essential, demonstrated previous experience in grant funding management, applications and acquittal.

IT capacity

Ability to use software and financial management programs, and/or computer literacy to learn and adapt to new programs to suit the work required, including programs such as Microsoft Office suite, social media, WordPress.

Personal Attributes:

- ability to promote a culture of excellence, integrity, and team relationships in all HWC operations and relationships
- high degree of ethical standards, including recognition of the importance of principles of fairness, inclusion and natural justice, and accountability in all interaction within and outside of the HWC
- high level of communication and interpersonal skills, and ability to encourage and support emerging and disadvantaged or marginalised writers and artists.

Licences:

The following licences are mandatory, though may be gained prior to appointment of position:

- Class C Driver License
- First Aid
- Working with Children Check
- Police check.

Desired attributes and outlook

You will bring to this unique role your ability to think creatively and a willingness to test ideas to develop and celebrate the arts and cultural identity.

You will operate an inclusive program and seek partnerships in related creative endeavours.

You will be committed to inclusion of writers and artists across the whole Hunter region, and extension of the work of HWC to this whole region.

You will have exceptional project management, program development, and community engagement skills, as well as:

- Enthusiasm to develop programs that deliver programs and initiatives under Hunter Writers Centre banner
- Sound understanding of Federal, State and Council funding and reporting procedures
- Sound understanding of reporting, due diligence and supervisory obligations related to management of a not-for-profit, government funded organisation
- Knowledge of appropriate community cultural development practices
- Effective interpersonal skills
- The ability to work cooperatively and collaboratively, both with the Board, with members, with writers and artists involved in HWC projects
- the vision to identify, engage with and develop related partnerships across the region, and beyond.

When you apply for this position, please include a cover letter addressing the key criteria and a copy of your resume and qualifications.

Enquiries can be made to Rosmairi Dawson, Secretary of the Board on 0417 300 170.

Applications close 27th January, 2023.