



Story Hunter Coordinator Position Description

You will manage and coordinate all aspects of the Story Hunter project on behalf of the Newcastle Writers Festival. Story Hunter is a new project that centres on creative writing and provides opportunities for children to develop literacy skills and confidence so that they can tell their own stories. This will be done through workshop programs, masterclasses, online learning, and opportunities for community engagement.

Selection Criteria

- ❖ Must have worked with children.
- ❖ Demonstrated understanding of the NSW primary school curriculum and in particular the English Syllabus across all stages.
- ❖ Experience completing grant applications and acquittals.
- ❖ Experience in the arts sector is favourable.
- ❖ Experience managing a small team.
- ❖ Experience managing multiple projects concurrently; well-developed time management skills and ability to prioritise work.
- ❖ Demonstrated knowledge and experience in program development, coordination, and evaluation.
- ❖ Experience with managing and reporting budgets; experience with Xero is favourable.
- ❖ Experience with Excel is favourable.

Responsibilities

The Story Hunter Coordinator carries overall responsibility for delivering the Story Hunter program and achieving the milestones and outcomes agreed with Newcastle Writers Festival and funding partners. This includes: managing the relationship between schools and authors; monitoring and reporting on goals, milestones, and budgets on a regular basis; and program development to ensure what we offer is of a high quality and meets the needs of the target audience (children aged 5 to 12 years). You will also contribute to the development of the program by liaising with schools and teachers, ensuring the program meets their specific needs, and helping find opportunities for growth.

Reporting to the festival director, you will be part of a small team with big ideas about delivering social impact in the community. To achieve this the Story Hunter Coordinator will:

Oversee program development

- ❖ Liaise with our programming partner, Story Factory, Newcastle Writers Festival team, schools, and students to design, curate and deliver a program that meets their specific needs and provides opportunities for growth.
- ❖ Facilitate strategic planning meetings with Story Hunter team as required.
- ❖ Contribute to the annual business plan and annual report.
- ❖ Be familiar with the NSW English Syllabus and identify links between Story Hunter workshop content and the syllabus to ensure relevance for schools.

- ❖ Seek opportunities for collaborations within the local and wider community to spread the reach of the program.
- ❖ Develop strategic pathways for children to develop their writing through one-off school visits, masterclasses, and eight-week projects.
- ❖ Find and provide publishing opportunities for students including via the Newcastle Writers Festival website and social media channels.

Deliver Story Hunter school visits

- ❖ In collaboration with the Newcastle Writers Festival director and manager, co-ordinate all Story Hunter school visits and events during the year, including overseeing and arranging all logistics (transport, drivers, authors, volunteers, bookings, tracking, evaluation, etc).
- ❖ In collaboration with Story Hunter authors and Story Hunter administrator, curate, schedule, manage and ensure delivery of classes.
- ❖ Establish school relationships, liaise with schools in Hunter Region, and facilitate bookings.
- ❖ Ensure the program is equitable by targeting resources towards those schools in most need: geographic, financial, and educational.
- ❖ Oversee online booking system.
- ❖ Work with Story Hunter administrator to schedule school bookings.

Oversee administration and logistics

- ❖ With the Story Hunter administrator, manage author timetables, flights, accommodation, tours, and bookings.
- ❖ Coordinate release forms, attendance rolls and incursion documents.
- ❖ Oversee necessary contracts.
- ❖ With the Story Hunter administrator, keep appropriate records for grant applications and acquittals, including photographs and video
- ❖ Revise, when necessary, policies for child safety and duty of care.
- ❖ With the Newcastle Writers Festival director and administrator, monitor the annual budget in line with funding requirements. Ensure all expenditure is within the budget approved by the Board and outlined in government funding agreements.
- ❖ Ensure correct invoicing and accounts are supplied for agreed expenditure.
- ❖ Track and report on budget expenditure as required -- at least every school term.

Identify and manage fundraising opportunities

- ❖ Work with the festival director to identify opportunities and assist to prepare materials/applications.
- ❖ Work with the festival director and administrator to complete Story Hunter grant acquittals.

Promote Story Hunter

- ❖ Oversee Story Hunter promotion with clear allocation of tasks to the festival's digital manager.
- ❖ Maintain consistent digital content/social media presence.
- ❖ Work with festival director to prepare media releases and promotional materials as needed.

Manage artists relationships and logistics

- ❖ Coordinate the selection and training of Story Hunter artists.
- ❖ With the festival administrator, develop agreements for artists.
- ❖ Provide opportunities for artist feedback (such as annual workshops and surveys).

Remuneration

\$38 per hour plus 10% superannuation. The contract is the equivalent of 20 hours per week (0.5 EFT) over 42 weeks per annum, with leave during school holidays.

Working Conditions

- ❖ Based on funding availability, and future project requirements, there may be scope to increase the number of hours required for this role.
- ❖ The role is to be worked from home but will include meeting face to face with team members (based in Newcastle) on average twice per month.
- ❖ Ideally, the successful applicant will be based in the Hunter region to enable the establishment of local partnerships and collaborations.
- ❖ Out of hours or weekend work may be required from time to time.

Newcastle Writers Festival values diversity and appreciate everyone's strengths. We encourage applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse (CALD) backgrounds, people with a disability and people identifying as LGBTIQ. We require staff to be fully vaccinated – including a booster – to perform duties and/or deliver services to the community. Therefore, if you are successful in the selection process, you will be required to provide evidence of an approved Covid-19 vaccination or authorised medical exemption.