

## About Writers Victoria

### What we do

We are a not-for-profit, government-funded organisation with more than 2400 members throughout Victoria. We provide:

- courses and seminars on all aspects of writing and publishing
- information and advice through our staff and publications, including our weekly e-bulletin, our website FAQs and our monthly magazine, *Victorian Writer*, which includes the latest opportunities and in-depth articles by writers about their craft
- writers' studios for rent at Glenfern
- manuscript development through our Manuscript Assessment Service
- a library with a great range of literary journals, writing-related reference books and books by members; a highlight is our collection of books shortlisted in the Victorian Premier's Literary Awards
- in partnership with the Centre for Books Writing and Ideas, there are spaces for writers to meet and work

### What do Volunteers do?

Event Volunteers assist with workshops, seminars and other Writers Victoria events which can include:

- setting up the Space for the event
- assisting Writers Victoria staff in opening and closing procedures
- collecting door sales at seminars
- meeting and greeting the speakers, guests and assisting with general enquiries
- distributing and collecting Evaluation/new Membership Forms.

Office Volunteers assist with administrative duties such as:

- Proofreading
- Mail-outs
- Filing
- Cataloguing
- Data entry

### How to become a Volunteer

Volunteers enable us to achieve our objectives and volunteering gives you the opportunity to meet interesting people, make valuable contacts and helps your writing community. All volunteers need to be members of Writers Victoria and complete a Volunteer Registration form (see over page). Membership and Volunteer Registration forms can also be downloaded from our website or collected from the office. Please call the administrator on 03 9094 7855 for further information or email [info@writersvictoria.org.au](mailto:info@writersvictoria.org.au).

