



Position Description – Director (CEO)

The Victorian Writers' Centre is a membership-based incorporated association operating as a resident organisation in the Wheeler Centre: Books Writing & Ideas.

Our Mission is:

To be the leading provider of resources, information and skills development for Victorian writers; and to support and promote those writers, writers' networks, the act of writing and the diverse writing cultures of Victoria.

The Director of the Victorian Writers' Centre will be a leader with experience in management, programming, budgeting, marketing and strategic planning. You will enjoy the participation of our broad membership base, the engagement with writers at all levels of their craft, be looking to the possibilities of the digital environment, be committed to developing partnerships with regional Victoria and have an understanding of the diversity of Australian literature

DUTIES

1. Leadership

- 1.1 To have a vision for the engagement of Victoria's community of writers with the centre.
- 1.2 To work with the Committee of Management and staff in the development of policies, programs and services which reflect the mission of the Victorian Writers' Centre and for the future development and planning of the Centre.
- 1.3 To work with the Committee of Management and staff in the development and implementation of strategic, forward planning.

2. Management

- 2.1 To be responsible for the management and administration of the Centre including the employment, contracting, supervision and development of staff, trainees and volunteers.
- 2.2 To be responsible for the financial management of the Centre including budgeting of programs, projects, and ongoing administration expenses.
- 2.3 To be responsible, in consultation with the Treasurer and the Finance Sub-Committee, for the monthly financial reports to the Committee of Management and to advise the Committee on projected financial issues.
- 2.4 To regularly report to the Committee of Management on the progress of VWC program, projects and other activities; and to advise the Committee on upcoming risks, targets and opportunities.

3. Programs and Services

- 3.1 To be responsible for the development of services and programs that meet the needs and interests of writers across Melbourne and Victoria.
- 3.2 To be responsible for the Centre's projects, programs and activities and for their staffing.
- 3.3 To be responsible for the development of the Centre's capacity to respond to requests for information, referrals and advice about the writing and publishing sectors.
- 3.4 To be responsible for the development and ongoing maintenance of the VWC website.
- 3.5 To be responsible for the development of programs and services that increase writers' understanding of the marketplace and ways to achieve production and publication of their work.

4. Funding and Income generation

- 4.1 To attract core recurrent and project funding from local, state and federal funding agencies.
- 4.2 To secure private and philanthropic sources of funding.
- 4.3 To increase the VWC's levels of earned income.

5. Advocacy

- 5.1 To advocate for the interests of writing, literature and publishing in arts policy and planning.
- 5.2 To represent and promote writing, literature and publishing to government and non-government sectors and to the wider public.

6. Marketing

- 6.1 To be responsible for the promotion of the mission of the VWC and its programs and activities, and to work with the Committee of Management and staff in the development of a marketing plan.
- 6.2 To work with the Publications Manager, in the production and distribution of the VWC's magazine *Victorian Writer* and all other publications.
- 6.3 To liaise with the Wheeler Centre to develop opportunities for joint promotion of Wheeler Centre-based VWC activities.

7. Partnerships

- 7.1 To maintain a strong working relationship with the Wheeler Centre and its resident organisations.
- 7.2 To build a network of like-minded groups and organisations across Australia.
- 7.3 To form partnerships that enable the growth and development of the VWC Program.
- 7.4 To form partnerships with regional writers groups to facilitate the development of programs that meet the needs of regional writers.
- 7.4 To develop and maintain links with other Australian Writers' Centres and writing associations and organisations both within the state, nationally and internationally.

The VWC Director is a full time position.

The Salary Range is \$65,000 - \$80,000 pa