

Thank you for your interest in the position of Director/CEO for the Victorian Writers' Centre.

I am pleased to provide you with the Position Description for the job. The PD includes our Mission and a preamble describing the kind of person we believe will suit the role along with seven key duties that comprise the Director's responsibilities.

We would be grateful if in your application you would address these seven key areas in terms of your skills and experience, and respond to both the Mission and the preamble by way of articulating your vision for the VWC and your own qualities as the potential leader of our organisation.

I would also encourage you to visit our website at [www.vwc.org.au](http://www.vwc.org.au) where you will find a good deal of information about the VWC, its people and its programme. Should you require any further information, please contact me through our office.

Please also provide us with a Curriculum Vitae and three current referees.

Applications must be with us by 5pm on Thursday, May 6, 2010. You may submit your application by email to [info@vwc.org.au](mailto:info@vwc.org.au) or by post or hand to our office – Level 3, The Wheeler Centre, 176 Little Lonsdale Street, Melbourne, Victoria, 3000.

Our intention is to interview a shortlist of applicants late in the week of May 10, or early in the week of May 17.

Thanks again for your interest in the Victorian Writers' Centre.

Yours faithfully,

Chris Thompson  
Chair