

## **Online Learning Administrators: Two Positions Available**

### **Position Description**

The Writers Victoria programming team has openings for two Online Learning Administrators to help with our expanding, exciting digital program. These on-going, casual positions will operate primarily in a digital environment and primarily for weekend and evening events using Writers Victoria's online platforms, including Zoom and GoTo Webinars. We anticipate that commitment for these roles will be on average between 3 and 10 hours a week, though these hours may be applied unevenly week-to-week. The hourly rate is \$31/hour + 9.5% super. As these are mainly online positions, they may suit people with disabilities, people with caring responsibilities, and/or people in rural and regional areas. Full training in the platforms and Writers Victoria's programming procedures will be provided.

### **About Writers Victoria**

Writers Victoria is the peak state body for writers. We represent all writers through all stages of their careers. For more than three decades, Writers Victoria has been a leading provider of information, resources and skills development for our members and the broader writing community. Based out of the Wheeler Centre in Melbourne's literary district, Writers Victoria provides support, resources, programming, and community for writers all over Victoria.

### **About the Programming Team**

The Online Learning Administrator positions will report to the Program Manager.

The programming team is one of three pillars within the organisation, and manages all the programming responsibilities, including:

- the core workshop program, in which digital and online offerings are becoming an increasingly important part;
- public-facing and community programming, including events like The State of the Writing Nation Oration and our Friday Live Write Club;
- and bespoke programming for corporate and community clients.

### **To Apply**

Writers Victoria is committed to creating an inclusive, safe environment for all team members and writers, and strongly encourages writers and arts workers from traditionally marginalised experiences to apply. As these are primarily online roles, these positions will be ideal for those seeking remote or home-based work.

If you are interested or have any questions, please feel free to reach out to Kate Cuthbert, Program Manager, via email: [program@writersvictoria.org.au](mailto:program@writersvictoria.org.au).

### **Selection Criteria**

1. Strong organisational and administrative skills
2. Strong understanding of the unique challenges of remote and home-based work, and some experience overcoming or working within these challenges
3. Excellent communication skills, particularly as pertains to providing a supportive environment and working with people who may be out of their comfort zones
4. Experience of online delivery of events
5. Experience or a desire to work in the arts or literary sectors

Please send a recent CV and a cover page of no more than two pages addressing the selection criteria to [program@writersvictoria.org.au](mailto:program@writersvictoria.org.au) by 9am, Monday 5 October 2020. Suitable candidates will be asked to attend an interview beginning 7 October with a view to beginning in the position shortly afterwards.