

ADELAIDE FESTIVAL AF

Title	Director, Adelaide Writers' Week
Reports to	Executive Director, Adelaide Festival Corporation
Direct reports:	Program Manager, Admin Assistant and other contract event staff
Contract term	Fixed term contract, 1 February 2022 to 29 March 2025

Job summary and role profile

The Director, Adelaide Writers' Week provides the vision and curatorial leadership for the annual Adelaide Writer's Week, presented as part of the Adelaide Festival.

The Director will, through their programming, continue to build on the event's local, national and international profile with writers, publishers, audiences and other literary peers and stakeholders.

This role is responsible for initiating, developing, producing and delivering all aspects of the event within the approved budget, and aligned with the Adelaide Festival's strategic plan and organisational values.

Key Working Relationships

The Director, Adelaide Writers' Week reports to the Executive Director of the Adelaide Festival Corporation and leads the Writers' Week team. A close working relationship is critical with the Artistic Director(s).

As a member of the leadership team, this role will work with Heads of Departments and staff across business development, marketing, production, customer experience programming and corporate services.

Key accountabilities and functions

Adelaide Writers' Week is a major project of the Adelaide Festival Corporation and the key function of this role is to oversee all elements of the project, within the context of the broader Adelaide Festival. Key accountabilities and functions are to:

- Identify program options and develop a yearly program of the highest quality in keeping with the aims and objectives Adelaide Writers' Week and the key strategic goals of the Adelaide Festival Corporation.
- Lead the project team to ensure the successful production and presentation of Adelaide Writers' Week within agreed project scope, timelines and budget parameters.
- Keep abreast of current industry trends at both a national and international level, and to ensure Adelaide Writers' Week's standing and relevance locally, nationally and internationally.

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- Establish and maintain a close working relationship with the Adelaide Festival's Artistic Director(s) to ensure shared understanding of artistic curatorial direction.
- Work closely with senior managers across the Adelaide Festival to find ways to identify and maximise cohesive opportunities for Adelaide Writers' Week and the Adelaide Festival as a whole.
- Ensure clear internal communication strategies are in place and delivered regarding program and project delivery development and communicate clear artistic goals for Adelaide Writers' Week across the organisation.
- Negotiate contractual arrangements with writers, their publishers and agents, booksellers and concessions
- Manage Adelaide Writers' Week revenue and expenditure budgets and targets and ensure that all financial and administrative elements are managed within agreed Adelaide Festival policies and procedures, in particular the Festival's delegations and purchasing policies.
- Manage Adelaide Writers' Week project staff, contractors and volunteers and ensure adherence to approved policies and procedures to ensure the safe and smooth delivery of all elements of the project.
- Identify ways to maximise revenue through Adelaide Writers' Week including funding from Government, books tent (or online) sales, and catering revenue.
- Work closely with the Head of Business Development to identify, secure, manage and deliver corporate sponsorships and philanthropic partners associated with Adelaide Writers' Week.
- Work closely with the Head of Marketing and Communication to develop and deliver the Adelaide Writers' Week marketing campaign. Develop and coordinate relevant material to be included in Adelaide Writers' Week media kits and marketing assets.
- In consultation with the Production department, develop and assist the delivery of the production and technical requirements for the event, in particular venue and security requirements.
- Attend Board meetings as required and/or provide written reports as required, and prepare and provide relevant information for sponsorship, government and grant acquittals and the Adelaide Festival's annual report.
- Be familiar with and adhere to all Adelaide Festival policies and procedures including WHS requirements.
- As an active member of the Adelaide Festival leadership team, contribute to collaborative leadership of the Adelaide Festival Corporation

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- Participate in and ensure a detailed process of evaluation, assessment and learning to ensure continual improvement processes are in place that supports the Adelaide Festival Corporations culture as a learning organisation.

Key competencies

- Demonstrable knowledge of literature and publishing markets in Australia and overseas, knowledge of on line and electronic publishing and other literary mediums
- Excellent organisational skills and demonstrated experience in managing events and a proven ability to manage a team of event staff
- Outstanding interpersonal skills, exceptional communicator, negotiator and listener.
- A collaborative and flexible approach to problem solving and information sharing. Proven track record of developing excellent, productive relationships with a diverse range of stakeholders. An energetic team player.
- Well-developed public relations skills.
- A successful track record of establishing and managing accurate and informative budgets for complex projects.
- A collaborative and flexible working style and commitment to broad organisational values and objectives.

Organisational Values

In providing a direct leadership contribution to the integrated activities of the Adelaide Festival Corporation, all Departmental Directors or are a part of the leadership team, with responsibility towards organisational outcomes and priorities as outlined in the Adelaide Festival Strategic Plan, alongside departmental objectives, as well as cultivating a positive and proactive workplace culture.