

Position: Program Manager

Position Type: 4 days per week (0.8)

Reports To: CEO

Key Internal Relationships:

Responsible for line management of the Professional Development Officer and the Project and Communications Officer, as well as supervision of external contractors, including but not limited to tutors and festival directors.

KEY RESPONSIBILITIES

The Program Manager is responsible for managing the program of Writing NSW in consultation with the CEO.

Program management

- Strategise, develop, plan and manage the Organisation's wide-ranging program, including its professional development program, festivals and events, prizes and awards, digital and physical collateral related to the program, and other program-related projects as agreed
- Maintain extensive networks within the writing and publishing sector, researching sector needs and tailoring the program to meet them, including identifying opportunities for new programs and partnerships as they arise
- Ensure all program activities comply with Organisation policies, goals and budgets
- Prepare and manage budgets for program activities in consultation with the CEO and Finance Manager
- Gather statistics and oversee evaluation of all aspects of the program including pricing, content and promotional strategies
- Facilitate use of the Organisation's venue for writing-related purposes in consultation with the CEO and Operations Manager

Administration & finance

- Participate in the Organisation's management team, contributing to planning, policy development, budgeting and revenue generation, and other aspects of Organisation management as required
- In consultation with the CEO, develop and implement appropriate policies, procedures and records management systems related to administration of the Organisation's program
- Prepare program reports for the CEO to assist with reporting to the Organisation's Board
- Assist the CEO to identify new funding and sponsorship opportunities and with funding applications and acquittals as required

Communications and promotion



- Work with the CEO to promote the Organisation and its programs to the writing community, the public, and other stakeholders, through communications activities and partnerships
- In consultation with the CEO, oversee the Organisation's program-related communication activities, including its e-newsletter, social media, media liaison, program publications and program advertising
- Represent the Organisation at industry events and meetings as required

Human resources

- Manage the program team, currently consisting of the Professional Development Officer and the Project & Communications Officer
- Negotiate agreements with and manage relationships with tutors, festival directors, speakers at Organisation events, and others engaged to contribute to the Organisation's program, in line with Organisation policies and budgets