

POSITION DESCRIPTION: QUEENSLAND POETRY, ARTISTIC DIRECTOR

Position title: Artistic Director

Organisation: Queensland Poetry Festival Inc.

Engagement: Contractor

Fees: \$35,000 annually + 10% superannuation

Contract Term: 12-month contract

Works with: Queensland Poetry General Manager

Location: Queensland Writers Centre, L2 State Library of Queensland, South Brisbane, QLD

QP will provide access to the QP work pod two days a week.

QP will also provide workers compensation and public liability cover.

QUEENSLAND POETRY

The Queensland Poetry (QP) exists to support and promote a poetry and spoken word culture in Queensland. QP is Australia's foremost poetry event and has an established reputation for excellence among industry professionals as well as audiences. QP delivers an annual multi-day festival, the Queensland Poetry Festival (QPF), along with a diverse program of co-produced events, projects and initiatives. QP administers the QLD Poetry Awards, the annual Arts Queensland Poet in Residence and Indigenous Poet in Residence Programs, as well as projects such as SlammED!, Poetry Slam, regional tours and poetry salons. QP is an incorporated association governed by a volunteer Management Committee, who engage the services of the Artistic Director and General Manager.

SCOPE OF SERVICES

The Artistic Director will lead the artistic direction of the Queensland Poetry Festival (QPF), delivering a high quality, diverse and dynamic festival program. The role is envisaged as an approx. three days per week commitment, with increased hours of work in the lead up and during the Festival.

The Artistic Director will work closely with and report to the General Manager to successfully deliver QP's key strategic goals, as well as:

- Represent as the public face of the Festival as required for all events, media outlets, sponsors, partner organisations and industry bodies
- Design and deliver innovative and engaging Festival programs and events that reflect trends in contemporary poetry and spoken word, support poets to thrive in the industry, and address audience needs and interests
- Build on QP's commitment to diverse, inclusive and accessible programming, especially in relation to Indigenous and CALD voices and audiences

- Oversee all key venue contacts for the Festival, and communication between all venue management, production and technical representatives
- Be the on the ground lead producer for all Festival events
- Contribute to identifying fund raising / sponsorship programs / grant opportunities, and preparation of grant applications and major sponsorship proposals and acquittals (relevant to the Festival)
- Comply with relevant QP policies and procedures
- Attend Management Committee meetings and strategic planning sessions as required
- Contribute to supporting and developing artistic and strategic relationships between QP and other peak literary and arts organisations, both nationally and overseas.

Key role accountabilities

The Festival Director will work with the General Manager and is accountable to the General Manager for the following:

- Provide Artistic Direction within the available allocated Festival budget and so as to reflect QP's mission and values and further its approved strategic direction
- Work with the General Manager and other QP personnel to implement fundraising and marketing strategies.

SELECTION CRITERIA

Essential:

- Experience in festival direction / program curation and/or a proven track record as an event producer
- Demonstrated experience in meeting assigned budgets
- A strong interest in Queensland literature and performing arts (especially poetry and spoken word)
- Ability to work autonomously within a small team with demonstrated time management, problem-solving skills and meeting festival deadlines to achieve quality results
- Experience in managing logistics and related administration of a full festival program of events
- Excellent communication and negotiation skills, and the ability to liaise effectively with a wide spectrum of stakeholders
- Ability to work flexible working hours especially in the lead-up to, during, and immediately after the Festival in April

- High level computer skills in Microsoft Office including Word, Excel, and PowerPoint.

Desirable:

- Knowledge of funding practices in both the private and public sector, and a proven track record in preparation of funding applications including philanthropy and sponsorship
- Experience working within an arts or not-for-profit organisation
- Experience in effectively managing volunteers
- Experience in overseeing merchandise including setting up and running a festival shop
- Experience in grant-writing and funding applications
- Experience in using social media platforms
- Experience in flexibly using technologies for online events
- Current driver's licence.

Process and timeline

The Management Committee is committed to this recruitment as a priority and looking to interview in August 2021. Individual applications, as well as joint applications by partners or small teams seeking to share the role, will be accepted.

To express your interest, please send an introductory letter addressing the above and a resume to Tom Cochrane, QP President at info@qldpoetry.org

Expressions of interest will remain open until midnight on Friday 13th August 2021.

If you have any questions please don't hesitate to get in touch with Michael Peterson, QP General Manager on 0447 780 475.

For more information about Queensland Poetry (ABN84938421502) please visit: www.qldpoetry.org/