



Position Title: Administration Coordinator

Reports to: Festival Manager

Hours: Full-time (38 hours per week). MWF does not pay overtime, but has a TOIL (time off in lieu of overtime) policy. It is essential that the administration coordinator will be available for overtime in the run up to, and during, the festival period.

Remuneration: \$34,000 per annum

Commencement date: 1 March, 2007 preferred

The Age Melbourne Writers' Festival Inc.

The Age Melbourne Writers' Festival is a not-for-profit organisation that presents Melbourne's major literary event every August.

The Festival Office is located in Sturt Street, Southbank, adjacent to the CUB Malthouse, the major venue for The Age Melbourne Writers' Festival. Currently there are two full time positions at MWF, with more contract and casual staff taken on at festival time.

Position Purpose

The position coordinates the Age Melbourne Writers' Festival administration, and provides support for key Festival staff.

Key Responsibilities

1. Administration management

- manage phone and reception
- process incoming and outgoing mail
- maintain office filing system, physical and electronic
- maintain office stationery supplies and office equipment
- create administrative systems as required

2. Provide administrative support for the Festival Director

- issue and follow up invitations to writers to attend the Age Melbourne Writers' Festival
- collect and data enter relevant contact, biographical and payment details
- collate, edit and/or write biographies for all confirmed guests for the printed program and website
- collate photos of confirmed writers for the printed program and website
- maintain writer files (digital and physical) for all confirmed guests

- manage book orders for festival guests

3. Provide administrative support for the Festival Manager

- undertake financial tasks such as invoicing, banking and record management
- collect, enter, review and update information into database (file maker pro)
- distribute board material as required
- assist with the provision of volunteers during the year
- schedule transport and accommodation for writers at festival time
- other duties as required including web updating

4. Provide support for key Festival programs

Schools Program

- coordinate enquiries and correspondence relating to the schools program in conjunction with the schools coordinator
- assist with event management tasks on the day

Book Launch Program

- coordinate enquiries and correspondence relating to the book launch program and assume overall management of the program at festival time

Key Selection Criteria

- demonstrated administrative and organisational skills
- demonstrated knowledge of spreadsheet, database and word processing packages
- demonstrated high level verbal and written communication skills
- demonstrated attention to detail and accuracy
- proven ability to work under pressure and to tight deadlines
- demonstrated time management skills

Applications addressing the key selection criteria should arrive at the MWF offices by close of business, Thursday 1 February, 2007.

post/drop in 117 Sturt Street, Southbank, Vic 3006
fax 03 9645 9344
email helenka@mwf.com.au

Applications that are late, or that do not address the key selection criteria may not be considered.

Please call MWF offices if you wish to discuss this position further – 03 9645 9244.