

# WRITE!

**NATIONAL YOUNG WRITERS' FESTIVAL**  
27 SEPT - 1 OCTOBER 2007 NEWCASTLE, N.S.W., AUSTRALIA

## **POSITION DESCRIPTION: ARTIST LOGISTICS COORDINATOR**

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| Position Title:    | Artist Logistics Coordinator   |
| Reports to:        | Volunteers Coordinator, Festival Directors   |
| Key Relationships: | Artists, Printed Program Coordinator, Facilitators Coordinator, Tech Coordinator   |
| Reimbursement:     | Love, amazing references, kick-ass experience, travel to and from Newcastle and accommodation for the festival duration! |
| Hours of work:     | Casual until June, then one to two days per week. Must be available<br>27 Sept - 2 Oct for the duration of festival.     |

### **Position Purpose**

The Artist Logistics Coordinator is responsible for coordinating and keeping track of all the artists' arrival and departure information, accommodation and whereabouts during the festival. This involves building good relationships with 50+ artists and ensuring that the accommodation and transport logistics of the festival are seamless so the artists are free to concentrate on their performances. The Artist Logistics Coordinator is also responsible for the collection of the artists' bios and technical requirements. As the key contact point between the festival and its artists, it is vital for the Artist Logistics Coordinator to maintain and strengthen these important community relationships. This is also a chance to meet and hang out with some of the country's most exciting writers!

### **Key Responsibilities**

- Create and distribute the artists' festival pack - confirmation emails, sessions times, dates, Newcastle on the ground info, overview of festival, etc.
- Manage the artists' accommodation requirements – matching artists' availability with rooms.
- Book flights for special guests and staff.
- Coordinate artists' schedules (arrivals and departures).
- Coordinate airport transfers.
- Source artists' bios and supply to the Printed Program Coordinator.
- Collect tech requirements from each artist (e.g. I'll need a projector and net connection) and supply this to the Tech Coordinator.

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## **Desirable Skills**

- Outstanding organisational skills, capable of handling simultaneous communication with 50+ artists without letting anyone drop off the radar.
- Excellent communication and people skills.
- Strong spreadsheet skills - Microsoft Excel experience is desirable.
- Ability to deal with artists!

## **Festival Background:**

Now in its 9<sup>th</sup> year the NYWF is unique among writers' festivals for a number of reasons. As well as providing workshops and open classes which focus on craft and literary skill, we place an equally strong emphasis on the ideas, politics and cultural practices which surround writing. We're a festival of ideas as much as a festival of writers. For that reason, we also have a really broad definition of what constitutes writing – as well as novels, poems and short fiction, we are fascinated by spoken word, song-writing, experimental theatre, blogging, new-media collaboration and more.

The NYWF is also unique because it takes place as part of the This Is Not Art (TiNA) festival, sharing programming and venues with the Electrofringe, Sound Summit and Critical Animals. This adds independent musicians, journalists, media and sound artists, performers, activists, academics, and lovers-of-ginger-beer to the mix. It's a beautifully over-stimulating five days!

## **How to Apply:**

Please send your resume and a cover letter outlining your relevant experience to [volunteers@nywf.org.au](mailto:volunteers@nywf.org.au) and attention it to Brea Acton, Volunteers Coordinator. The application closing date is **Friday 1 June**.

For further information please email Brea at [volunteers@nywf.org.au](mailto:volunteers@nywf.org.au)