

POSITION DESCRIPTION: ARTIST LOGISTICS COORDINATOR (2008)

Applications close 2nd May 2008

Position Title:	Artist Logistics Coordinator
Reports to:	Volunteers Coordinator, Festival Directors
Key Relationships:	Artists, Marketing Team, Facilitators Coordinator, Production Team
Reimbursement:	Love, amazing references, kick-ass experience, travel to and from Newcastle and accommodation for the festival duration!
Hours of work:	One to two days per week depending on workload and time of year; possibly more in lead up to festival. Must be available 30 September – 7 October 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 initial collection of the artists' availability, contact details, 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

- Assist with the creation and distribution of an artists' festival pack, including festival background, details about the festival (i.e. payment model, travel, accommodation) as well as a formal agreement between festival and artists, to be emailed to every artist.
- Create and maintain a database of artists' details, including contact details, availability, special requirements etc.
- Source artists' bios and photos and supply to the Printed Program Coordinator (Marketing Team).
- Collect tech requirements from artists and supply to the Production Team.
- Manage the artists' accommodation requirements – matching artists' availability with rooms, liaising with accommodation providers and booking appropriate rooms.
- Booking flights for special guests and staff.
- Coordinate artists' schedules (arrivals and departures) and airport transfers (if appropriate).

- Ensure artists are given enough information early on about how to get to and from the festival, transport at the festival (i.e. free bikes, free bus, taxis etc), maps and so on.

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, with the ability to relate to a wide range of people including artists, festival staff, other volunteers, accommodation providers and general festival goers.
- Strong spreadsheet skills - Microsoft Excel experience is desirable.
- Ability to deal with artists!

Festival Background – NYWF turns 10 this year!

The National Young Writers' Festival (NYWF) is the premier event in Australia for young and emerging writers and publishers. It occurs annually in Newcastle, NSW on the October long weekend and is a free event. Now in its tenth year, the NYWF is comprised of around 90 panels, workshops, readings, performances and special events. Our program features the work and ideas of the country's brightest rising literary stars, drawn from every State and Territory. It includes national spoken word showcases, the country's biggest independent book fair, nationwide radio broadcasts and much more. It is a breeding ground for the country's next generation of novelists, journalists, editors, publishers, cultural commentators, poets, performers, and online writers – as well as new types of writers we don't have words for yet. It is a hands-on, highly participatory festival and the majority of the NYWF's audience themselves practicing writers, publishers and editors.

The NYWF is also a central part of the annual This Is Not Art festival (www.thisisnotart.org) Australia's largest experimental media arts festival, attracting 5000+ people over five incredibly fun days!

How to Apply:

Please send your resume and a cover letter outlining your relevant experience to Ella Holcombe, Volunteers Coordinator, at ella@nywf.org.au. Applications close **Monday 2nd May**

For further information please email Ella at ella@nywf.org.au