

# Creative Clunes Inc.

## POSITIONS VACANT

Creative Clunes Inc invites applications from suitably experienced individuals to fill the following contractor positions:

1. Program Developer / Co-ordinator (0.2FTE part-time)
2. Administrator (0.4FTE part-time)

Creative Clunes Inc is the producer of the Annual Clunes Booktown Festival; monthly Booktown on Sunday author talks; Annual Clunes Words in Winter Festival and the Biennial Clunes Ceramics Award.

The Clunes Booktown Festival, now in its thirteenth year, attracts some 18,000 visitors to the small regional town of Clunes in Central Victoria over the first weekend in May each year. The Festival is the flagship of Creative Clunes Inc and highlights include author talks, panel discussions, book-traders, exhibitions, performances and kids activities.

Both positions are offered as one-year contract positions reporting to the CEO under the governance of the CCI Board, and are based at the office of CCI, housed in the Clunes Railway Station. *The opportunity exists for both positions to be undertaken by one person.*

With the Festival happening in early May, the workload is unevenly balanced over the year, with the most intense period occurring in January-June.

Both positions are critical to the ongoing importance of community engagement and CCI's commitment to supporting volunteers.

**Program Developer / Coordinator** is primarily responsible for the programming of the Clunes Booktown Festival, sourcing, engaging and contracting authors, writers and other presenters. A wide knowledge of the Australian literary landscape is required, along with strong networks and contacts within the industry. This position is also responsible for programming the *Booktown on Sunday* monthly series of Author Talks.

In addition, Creative Clunes Inc is presenting the exhibition '*Fighting for Peace: Anzac revisited*' in November 2018 and this position will collaborate on this presentation.

Principal duties include:

- Identifying and contacting authors/publicists for author appearances at the Festival and monthly Author Talks - writing and sending individual invitations

Position Descriptions:  
Program Developer / Co-ordinator  
Administrator

- Sourcing and engaging chairs/hosts - connecting them with authors, sending books
- Welcoming authors and hosts at events
- Sourcing entertainers
- Liaison with principal program partners including Federation University Australia and State Library Victoria
- Collaboration in the production of the Festival program booklet and other collateral - writing and compiling copy, sourcing author photos and biographies, proofreading and editing
- Prepare and disseminate regular Mail Chimp newsletters, Facebook posts, website blogs, media releases etc.
- Collaborate with Marketing / Media team in the leadup to the Festival – participate in radio and print interviews
- Liaison with the Clunes community as an ambassador for Booktown
- Collaborate in the maintenance of the CCI website and database
- Seek out new opportunities and collaborations
- Other duties as directed

SELECTION CRITERIA:

Essential

- High level oral and written communication skills
- High level time management and organisational skills
- Strong knowledge of the Australian literary landscape, along with a knowledge of VCE and Middle Years' English texts
- Ability to network and collaborate across a wide range of literary and community sectors
- Demonstrated experience in community and stakeholder engagement
- Background in the education / literary sector
- Experience in the programming of a multi-faceted Festival
- Copy preparation, proofing and editing skills

Desirable

- Resident of the central Victorian region
- Digital content production and editing skills

Remuneration:

The successful candidate will be asked to enter into a one-year engagement, with an option to renew subject to funding, attracting a fee of \$10,400. A three-month probationary period will apply.

Applications addressing the selection criteria close on Monday 4<sup>th</sup> June

Applications to: [manager@clunesbooktown.com.au](mailto:manager@clunesbooktown.com.au) or in writing to:

CEO

Creative Clunes Inc

PO Box 287

Clunes VIC 3370

Position Descriptions:  
Program Developer / Co-ordinator  
Administrator

**Administrator** is responsible for the smooth running of the Creative Clunes Inc office, managing day-to-day administrative tasks, maintaining the CCI database, supporting the CCI Board, the CEO, and the Program Developer/Co-ordinator.

Principal duties include:

- Preparation, distribution and retention of writers/performers agreements
- Contacting book traders and assisting in the management of the book trading stalls layout
- Prepare newsletter articles for Clunes Community Newsletter
- Assist in the recruitment and retention of volunteers
- Maintain CCI database and website
- Coordinating VIP packs
- Arranging hospitality events
- Communicate with CEO, Board and Program Developer/Co-ordinator
- Maintain [visitus@clunesbooktown.com.au](mailto:visitus@clunesbooktown.com.au) and Facebook page through the year
- Collaborate on managing events and exhibitions
- Collaborate on preparing copy for program collateral
- Liaison with local accommodation providers
- Assist with Grant applications and acquittals
- Engage volunteers to assist with various projects
- Other duties as directed

**SELECTION CRITERIA:**

**Essential**

- Strong oral and written communication skills
- Demonstrated experience in community and stakeholder engagement
- Strong organisational skills
- High level computer skills, particularly:
  - Microsoft Office suite of applications (Word, Excel, Outlook, PowerPoint)
  - CMS website preparation and editing
  - CRM database applications

**Desirable**

- Proficiency in FileMaker Pro as a CRM application

**Remuneration:**

The successful candidate will be asked to enter into a one-year engagement, attracting a fee of \$18,000, with an option to renew subject to funding. A three-month probationary period will apply.

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