



Internship Program: Creative Producers, EWF 2019

Placement starts	Early February 2019
Duration	Five months, max 5 hours per week (times negotiable)
Mentored By	Artistic Director, Program Coordinator, Executive Director
Remuneration	This is a voluntary position

The Emerging Writers' Festival is looking for budding literary programmers and producers to be involved in the development and delivery of the 2019 festival.

This unique internship will be an ideal grounding for developing your career in the sector. Each Creative Producer will be exposed to all aspects of festival management, taking the lead on the programming and production of at least one event as part of the 2019 Emerging Writers' Festival. You will work closely with the Artistic Director, Executive Director and Program Coordinator to develop the skills needed for a career in literary arts and events management.

About the Emerging Writers' Festival

The Emerging Writers Festival (EWF) is one of Australia's most established and well-respected literary festivals. The artistic mission and vision of EWF is now more clearly defined than ever: to develop, nurture and promote Australia's new writing talent, creating platforms for connecting writing communities and their audiences. EWF continues to have two distinct underlying artistic programming streams: to provide opportunities for emerging writers to develop professionally; and to support emerging writers to engage new and larger audiences. These streams are reflected in an annual program of events for emerging writers, editors, publishers, literary professionals and members of the broader reading and writing community.

In 2019 the festival will take place from 19 – 29 June, continuing in its mission to offer networking, professional development and new audience development opportunities to writers at all stages of their career. For more information about the Emerging Writers' Festival, please refer to <http://www.emergingwritersfestival.org.au>

What will you get out of the internship?

The Creative Producer internship program is well-regarded in the industry for its unique approach to professional development. EWF Creative Producers have gone on to have successful careers in the literary, arts and events industries. As part of the internship, you will receive:

- The opportunity to take ownership of at least one festival event, seeing your idea to fruition and overseeing all aspects of programming and production.
- Mentoring from festival staff including the Artistic Director and Program Coordinator.

- Learning opportunities in the overall development and management of the 2019 Emerging Writers' Festival.
- Skills development in programming, marketing, logistics and organisation.
- Network building with a key literary organisation.
- Course credit (where applicable).

Conditions

- This position is voluntary. Applicants undertaking the internship as a project requirement of an arts or events management, communications, publishing, editing or writing course will be looked upon favourably.
- Time commitment is half a day a week for five months, with potential extra time during the festival dependent on the candidate's availability.
- Actual days/hours per week are to be negotiated with Artistic Director. Some work outside of these hours might be necessary, for example, to attend meetings.
- The intern reports to the Artistic Director.
- The position is located within the Wheeler Centre, Little Lonsdale St, Melbourne with some work off-site as required.

Selection Criteria

This position will work best for people who are keen to learn about literary events management, so let us know why this internship would be a great experience for you right now.

- An interest in the Festival's mission and target audience.
- Superb communications skills, both oral and written.
- The ability to respond to direction, and work independently with minimal supervision.
- Ability to commit to a consistent weekly schedule against other work and study commitments, across the entire internship period– please let us know about all your competing time commitments.

How to Apply

Applications should be addressed to Artistic Director Izzy Roberts-Orr and be sent via email with the subject INTERNSHIP APPLICATION: Creative Producer.

Applications must include a cover letter addressing the selection criteria (no more than 2 pages), along with a CV and referees' contact details. Please ensure this is sent as a single document with the applicant's surname as the title. Email applications to izzy@emergingwritersfestival.org.au.

Applications close 10am Monday 7 January 2019. Applicants should be able to start in early February. Please note the EWF office will be closed between December 21 and January 6.

For further information please email izzy@emergingwritersfestival.org.au or call Izzy Roberts-Orr on (03) 9094 7876.

EWF is an equal opportunity employer and provides a safe and inclusive space for all of its staff and stakeholders. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.