



POSITION DESCRIPTION: Program Administrator

TERM:	Full-time, ongoing
REPORTS TO:	Senior Manager, Programs and Podcasts
DIRECT REPORTS:	N/A
SALARY:	\$61,000-\$68,000 + statutory superannuation
PRIMARY LOCATION:	The Wheeler Centre for Books, Writing and Ideas 176 Little Lonsdale Street, Melbourne, Victoria 3000
CONDITIONS:	Employment is subject to a six-month probation period. Flexible work arrangements can be discussed. Regular out-of-work hours will be required, with occasional regional travel. Employees at The Wheeler Centre have access to an Employee Assistance Program as well as regular professional development opportunities.

ABOUT US

Our Purpose

The Wheeler Centre exists to honour and amplify the culture of ideas, stories and debate that has existed in Victoria for millennia.

We serve writers, storytellers, thinkers, readers, listeners – the diverse ecology of people, communities and cultures that keep ideas alive and evolving.

We do this through:

- Facilitating conversations, constructive debate and community-building connections throughout the year – across a variety of formats, platforms and audiences – to promote and complement our state’s literary ecology.
- Partnering with and resourcing local and regional literary organisations, festivals and collectives, with collaboration, support, inclusivity and access to our physical and digital hub.
- Enabling the growth of the literary community by supporting writers at all stages of their careers and advocating for the sustainability and diversity of the sector.
- Honouring the cultural heritage and influence of words here and the unique literary identity that arises from and connects our landscape.
- Improving the accessibility and longevity of our work by creating and publishing digital content and maintaining a digital event archive.

Our Vision

To be a globally renowned home for storytelling and ideas that is sought after and celebrated by writers, readers, speakers, listeners and decision-makers.

Our Mission

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Trading as Centre for Books, Writing and Ideas
ABN 97 134 682 189



Melbourne
City of
Literature





To connect, support and promote Victoria's unique culture of writing, stories and ideas. We seek to open up writing, reading, storytelling and inclusive public discussion to everyone, everywhere and in doing this, we also elevate Melbourne's status as Australia's original UNESCO City of Literature.

ABOUT THE ROLE

The Program Administrator plays a critical role in supporting the development and delivery of The Wheeler Centre's extensive year-round self-produced events and special projects program, working within the Centre's creative and passionate Programming team. Reporting to the Senior Manager, Programs and Podcasts, the Program Administrator will provide efficient and timely administrative support to the entire programming department.

The Program Administrator will assist in researching talent for The Wheeler Centre's program, coordinate travel, accommodation and itineraries for guest speakers, manage invoice payments and secure booksellers and caterers as needed for events. Additionally, they will collaborate closely with the wider programming team and internal and external stakeholders to develop, implement and maintain program schedules, systems and operating procedures.

The Wheeler Centre is a fast-paced and ambitious organisation. The Program Administrator will demonstrate excellent interpersonal and written and verbal communication skills, along with high-level problem-solving abilities and a proactive mindset. This role requires both collaboration and autonomy to successfully support the programming department to deliver high-quality initiatives and events that engage and satisfy diverse stakeholders, including audiences, government, funding and industry partners and participants in The Wheeler Centre's special projects program. Flexibility to work evenings and weekends as needed is essential. A deep knowledge of and passion for literature, podcasting, politics, arts, culture and big ideas is a must.

PRIMARY RESPONSIBILITIES

- Support the Programming department in researching books, writers and talent, identifying ideas, themes and topics, and contributing to event brainstorming and planning;
- Provide thorough and efficient administrative support to all members of the Programming department as directed;
- Assist in managing artist and stakeholder communications, including briefing talent and liaising with speakers, publishers and agents, in the lead-up to, during and after events;
- Coordinate all travel, accommodation and logistical requirements for speakers in accordance with their agreements or as directed, ensuring timely arrangements;
- Create itineraries for speakers as needed and serve as their point of contact when necessary;
- Oversee the Programming department's invoicing processes, including recordkeeping, invoice submission and follow-ups on outstanding payments;
- Collaborate with Programming team members and colleagues across departments to develop clear and efficient workflows, maintain internal platforms and databases, and provide accurate and timely programming information to internal stakeholders ahead of deadlines.

KEY SELECTION CRITERIA

- Exceptional problem-solving skills, attention to detail, and time management abilities to effectively prioritise workload, manage multiple projects simultaneously, meet deadlines and seek clarification or assistance when needed;

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- Excellent communication and interpersonal skills, including discretion with confidential information and the ability to manage multiple stakeholders effectively;
- Strong administrative and computer literacy skills, with a systematic and efficient approach to task completion;
- A passion for literature, ideas and the cultural sector;
- Ability to work within set budgets;
- A proactive and results-driven mindset, with the ability to work both independently and collaboratively within a team;
- A current Victorian driver's license (desirable).

HOW TO APPLY

Enquiries

Further information about The Wheeler Centre is available at wheelercentre.com

Confidential enquiries about this role can be made to Gene Smith, Head of Programming, at gene.smith@wheelercentre.com.

The Wheeler Centre is committed to access and inclusion, and to creating a team that reflects the diversity of the communities we serve. We encourage applicants who identify as First Nations, culturally and linguistically diverse, D/deaf, disabled, and LGBTQIA+. We encourage applicants who have previously faced barriers to working in the arts and cultural sectors and are committed to helping you overcome these barriers. If you require advice or support during the recruitment process, we would love to hear from you.

Submitting an Application

Applications should include:

- A brief email outlining why you are the right candidate for this role
- A brief written response to the key selection criteria (1-2 pages)
- A current resume (1-2 pages)

Applications should not exceed four pages in length.

Application Format

- Please combine your application into a single PDF document, with the filename 'Last Name First Name – POSITION TITLE'.
- Applications should be submitted by email only to recruitment@wheelercentre.com
- Late applications will not be accepted.

Timeline for Recruitment

Applications close **12 noon Monday 17 March, 2025**.

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The Wheeler Centre
Books Writing Ideas

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