



**POSITION DESCRIPTION:  
HEAD OF PROGRAMMING**

<b>TERM:</b>	<b>Full time, ongoing</b>
<b>REPORTS TO:</b>	<b>CEO</b>
<b>DIRECT REPORTS:</b>	<b>Senior Manager, Programming; Senior Program and Podcast Producer; Program and Special Projects Coordinator</b>
<b>SALARY:</b>	<b>\$110,000-\$120,000 + statutory superannuation</b>

## **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**

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.

**wheelercentre.com**

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





## ABOUT THE ROLE

The Head of Programming is a key member of the leadership team, offering support to the CEO to successfully carry out The Centre's Strategic Objectives and ensure a workplace culture that is supportive, welcoming, collaborative and efficient.

The position is responsible for the curation and delivery of literary events and thought-leading conversations that reflect, inspire and build community. The Head of Programming is responsible for delivering an ambitious and comprehensive program of events responsive to current local and international issues.

The role delivers programs that engage and prioritise First Nations speakers, storytellers and knowledge systems, and other marginalised and underrepresented voices. Embedding partnerships and co-curated programming across the Centre's events, the Head of Programming is also responsible for building the Centre's reach into regional and suburban areas and overseeing programming for schools, young people and families.

The Head of Programming also oversees the Centre's special projects and writer development programs, ensuring they successfully provide meaningful opportunities to writers and creators at all career stages.

The role will require evening and weekend work as required, with occasional regional travel.

## PRIMARY RESPONSIBILITIES

- Plan, manage and deliver the Centre's year-round program of events, with an emphasis on balance across genres, forms, speakers and subject matter, and ensure the program reflects a wide variety of voices and points of view;
- Assess the suitability and relevance of programming proposals and pitches from publishers, organisations, partners and individuals;
- Identify, develop and execute creative and financial partnership opportunities to broaden the Centre's reach and impact, with key stakeholders including the Centre's resident literary organisations, festivals, universities, cultural and community institutions and corporate entities;
- Lead and inspire the programming team, manage the staff, and oversee all day-to-day activities of the programming department;
- Collaborate with the Head of Marketing and Engagement and the marketing team to identify digital content opportunities, audience development opportunities and ensure visibility of events program;
- Liaise closely with the Production team to ensure the successful delivery of events in person and online;
- Develop and maintain an excellent knowledge of Australian and overseas publishing, and of Australian literary institutions;
- Lead the strategy to build and grow programming in rural, regional and outer-suburban locations and create strong engagement with local partners and stakeholders;
- Lead the strategy to build and grow programming for young people and create engagement with the education sector;
- Embed best-practice community engagement and accountability and make programming decisions based on audience needs;



- Manage the Centre's professional and creative development programs (including The Next Chapter, Hot Desk Fellowships and Victorian Premier's Literary Awards) to provide meaningful opportunities and pathways to writers and creators;
- Identify and cultivate new income streams and revenue opportunities, including philanthropic and sponsorship opportunities;
- Work closely and effectively with the other members of the leadership team to ensure strategic goals are achieved and to further the Centre's vision and purpose;
- With the COO, manage relevant budgets and build business cases for large-scale projects and festivals;
- Regularly report to The Wheeler Centre Board and relevant subcommittees on planned activities.

### KEY SELECTION CRITERIA

- Creative thinker with a passion for literature, politics, current affairs and the arts.
- Experience in managing staff and/or volunteers.
- Experience in curating and delivering dynamic events and public programs.
- Impeccable attention to detail and ability to administer a broad and complex program of events.
- Proven extensive budget management and accountability.
- Highly developed and refined communication and interpersonal skills, including capability in managing large volumes of communications and advanced negotiation skills with key stakeholders.
- Excellent project management skills and ability to manage multiple projects simultaneously.
- Excellent time management skills and proven ability to meet multiple deadlines, with the ability to prioritise workload and make high-level decisions on a regular basis.
- Highly developed administrative skills and a systematic approach including computer literacy in Microsoft Office and online databases.

### HOW TO APPLY

#### Enquiries

Further information about the Wheeler Centre is available at [wheelercentre.com](http://wheelercentre.com)

Confidential enquiries about this role can be made to Erin Vincent, CEO, at [erin.vincent@wheelercentre.com](mailto:erin.vincent@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.



**The Wheeler Centre**  
Books Writing Ideas

176 Little Lonsdale Street  
Melbourne VIC 3000 Australia  
+61 3 9094 7809

### **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, including the contact details of two professional referees (1-2 pages)

Applications should not exceed four pages in length.

### **Application Format**

- Please combined 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](mailto:recruitment@wheelercentre.com)
- Late applications will not be accepted

### **Timeline for Recruitment**

Applications close midday Monday 26<sup>th</sup> August.

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Melbourne  
City of  
Literature

