

HUMAN RIGHTS ARTS & FILM FESTIVAL

LITERARY PROGRAM COORDINATOR

TITLE	Literary Program Coordinator
POSITION TYPE	Voluntary, 1 -2 days/ 7 -14 hours per week
APPLICATIONS CLOSE	Friday 6th October 2017 5pm

POSITION DESCRIPTION

The Human Rights Arts & Film Festival (HRAFF) is looking for an experienced, passionate, hard-working and friendly individual to join HRAFF as **Literary Program Coordinator** in the lead up to the 2018 festival. This position plays a vital role in developing HRAFF's new literary program.

ABOUT HRAFF

HRAFF is a not-for-profit incorporated association committed to making human rights accessible, relevant and significant to all Australians. The Festival aims to advance and encourage discussion and debate among the broader community, to showcase and support Australian and international artists, to promote works that are important and relevant to our community and bring audiences closer to relevant organisations operating in the human rights space.

HRAFF presents a vibrant, multifaceted festival, including film, visual art, music and forums that combine a diverse array of creative responses to contemporary human rights issues. More information can be found here: <http://hraff.org.au/>

WORKING HOURS

The expected time commitment for the role is one to two days (7 - 14 hours) per week.

RESPONSIBILITIES

- Contacting publishers, writers festivals, booksellers and agencies to organise literary speakers and panels
- Sourcing and securing venues
- Curating events, assigning artists and moderators, and developing event formats

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- Undertake writer/publisher liaison, communications and briefings
- Liaison with partners and vendors on event logistics
- Compile writer information, images and blurbs

REQUIRED SKILLS

- Interest or experience in publicity and/or event management
- Interest in books and literature
- An extensive literary network to draw from
- Desire to learn about human rights, arts, film and the festival

PRACTICALITIES

This is a volunteer role, however a highly rewarding one, with real responsibilities. The successful applicant will gain invaluable practical experience and establish industry connections.

To apply, please submit your CV and a short cover letter outlining your skills and experience. Please submit your application by Friday 6 October 2017 marked Literary Program Coordinator in the subject line to Aleta Moriarty, CEO at hr@hraff.org.au.

Shortlisted applicants will be interviewed in Melbourne the following week. Applicants must be based in Melbourne. If you have any initial queries about the position please email Aleta Moriarty at the above email address.

HRAFF is an Equal Opportunity Employer.