



Position	Program Manager
Arrangement	Part-time (0.8FTE), flexible
Reports to	Executive Director
Salary	\$80,000, pro rata'd at 0.8FTE, plus statutory entitlements
Period	2 year fixed-term contract, starting ASAP
Location	Victoria (see "other information" below for further details)

ABOUT STELLA

Stella is a major voice for gender equality and cultural change in Australian literature.

Stella drives significant cultural change by elevating the work of Australian women and non-binary writers. We promote greater access to, and participation in, the world of books and writing to combat gender bias in society. Founded in 2012, the organisation's flagship program is the Stella Prize – an annual literary award celebrating Australian women's writing.

Stella also seeks to influence the national conversation around gender equality in Australian literature through our range of research, advocacy, and education programs. This currently includes: the annual Stella Count; writers' residencies for Stella Prize-listed authors; and a series of activities designed to increase young people's engagement with books by women and non-binary writers.

ROLE SUMMARY

This is a part-time (0.8FTE) flexible role delivering Stella's full suite of programs, including the flagship Stella Prize and other research, advocacy, and education initiatives. The Program Manager collaborates closely with the Executive Director to ensure Stella's program achieves the organisation's strategic priorities in a cohesive and systematic way.

To succeed in this role, the ideal candidate will be energetic, well-organised, and a natural collaborator who is comfortable interacting with a broad range of people both in person and in writing. The role requires a keen understanding of the issues in the books and publishing industry, an ability to design strategic projects with demonstrable impact, and exemplary project delivery skills including the ability to manage competing priorities during busy periods. The ideal candidate will be energised by Stella's vision of a vibrant and equitable national culture that values women's writing.

RELATIONSHIPS

Stella comprises a small-but-mighty team, who are passionate about the literary sector and the role of books and reading in promoting a fair and equitable society.

Internally, the Program Manager collaborates closely with the Executive Director and the Communications & Development Manager. They oversee the work of casual administration and contract roles, as needed. Along with all members of the Stella team, the Program Manager helps foster and maintain a company reputation for being a safe, supportive, friendly, and energetic workplace.

Externally, the Program Manager is the key liaison for stakeholders including authors, publishers, publicists, booksellers, librarians, and a wide variety of program partners and participants. They also liaise with the Stella Board members, donors and funders, relevant government agencies, corporate sponsors, and relevant peak bodies as necessary.

RESPONSIBILITIES

The Stella Prize

- Manage all aspects of the judging of the Stella Prize, including: appointing panellists; administering a robust judging process; and coordinating media appearances.
- Manage the entry process for the Stella Prize, including maintaining accurate records of entries; and coordinating robust conflict of interest and confidentiality measures.
- Coordinate the involvement of the Prize-listed authors in the annual Prize cycle, including providing accurate information regarding milestones; involvement in public events; and maintaining Stella's reputation for delivering exceptional artists' care for authors.
- Produce the annual Stella Prize Award Night event and the shortlist and longlist announcement events where relevant, including: venue and catering arrangements; running orders and event logistics; and liaising with a wide variety publishers, booksellers, librarians, corporate partners, and the media, as required.
- Support the Communications & Development Manager by contributing to a promotional plan for the annual Stella Prize across targeted channels and platforms.

Initiatives & Projects

- Manage the annual Stella Count, including: liaising with Stella's academic partners; overseeing the project timeline; managing volunteers, as required; and assisting with promotional activity of the results.
- Manage Residencies and Retreats, including: negotiating and managing the annual MOU with Stella's accommodation partner; issuing invitations and tracking feedback from participants; and identifying potential partners for future residencies, as required.
- Support the delivery of Stella's Education Programs, including: managing authors' involvement in live events or digital workshops; and contributing to the review and development of new resources and projects for teachers and teens, as required.

General

- Coordinate Stella Prize listed authors' involvement in a range of opportunities that enhance Stella's reputation and reach, including donor and corporate events; writers' festivals; bookshop appearances; and literary sector initiatives.
- Oversee delegated project budgets and adhere to robust financial processing procedures regarding expenditure management, timely invoicing, and accurate coding.
- Assist the Executive Director in maintaining relationships with stakeholders, including consulting regularly and widely with a range of stakeholders to ensure Stella's programs reflect and respond to the issues facing the literary sector and are informed by expert advice.
- Contribute to a company-wide culture of fundraising by identifying possible funding and sponsorship opportunities for Stella programs where appropriate; assisting with grant applications and acquittals where appropriate; and supporting the delivery of fundraising events, as required.

OTHER INFORMATION

- **Location:** the Stella office is within the State Library Victoria in Melbourne's CBD. The team enjoys flexible work arrangements, including both remote and in-office days. On remote days, staff may choose to work from the office or another location. A stable internet connection with speeds suitable for video calls is essential.
- Stella is an **Equal Opportunity Employer**. We strongly encourage applications from people who identify as First Nations, people of colour, trans and gender diverse, and/or Deaf, disabled/people with a disability. Stella values safety and wellbeing in the work environment, including through the recruitment period. Please contact jaclyn@stella.org.au to discuss adjustments to the process or accessibility requirements.

SELECTION CRITERIA

1. Demonstrated relevant experience in the books, writing, and publishing sector, including established networks. An understanding of the literary prize landscape is an advantage.
2. Excellent project management skills, including the ability to: establish timelines and meet milestones; maintain records and administer large amounts of data effectively; oversee budgets, and troubleshoot and adapt, as needed.
3. Proven experience in event planning and project delivery with input from multiple stakeholders.
4. Outstanding written and verbal communication and interpersonal skills, and the ability to communicate sensitive information with discretion and build strong relationships.

HOW TO APPLY

Got questions? Contact Executive Director, Jaclyn Booton on jaclyn@stella.org.au to line up a confidential conversation about the role.

Ready to apply? Complete the **online form:** <https://airtable.com/shr6Rv9zLi4tS6v1B>. You'll need to introduce yourself briefly, upload your CV as a PDF, and answer the following two questions about your skills and experience.

Question 1: Outline a time when you managed a complex program or project in the arts/literary sector, including some of the challenges you faced and how you overcame them. (300 words max.)

Question 2: The Program Manager role includes both project administration and event planning. Outline how your skills and experience are relevant to these key aspects of the job (300 words max.)

In answering these questions, remember to refer to the selection criteria above. Please note that the form needs to be completed in one session (you cannot save your form and return later).

Timeline

- Applications due **11:59pm, Sunday 9 October 2022.**
- Interviews held Friday 14 – Tuesday 18 October 2022.
- Ideal start date Monday 1 November 2022.