

About the Dunedin Writers and Readers Festival

The Dunedin Writers and Readers Festival (the Festival) is Dunedin's biennial celebration for readers, writers, and thinkers.

As one of Dunedin's and New Zealand's leading cultural events, the Festival attracts stimulating, beloved and emerging writers and thinkers, and creates memorable experiences that inspire conversation, connection, and lasting passion for reading and ideas, both for guests and for attendees.

The Festival takes place biennially in May, with other smaller events occurring in the 'between' year and when opportunities present themselves. Through a vibrant boutique programme of storytelling, conversation, events for children and young people, live performance, and a plethora of other events, the Festival provides our city with a long weekend of immersion in the written word and ideas.

The Festival includes free and family events for people of all ages. Through our Schools' Programme, we encourage the next generation of readers. DWRF is socially and culturally inclusive, and encourages all members of our community in Dunedin and wider southern region to read, and to engage with writing and literature.

About the role

The Festival Director provides the organisation's artistic vision and curatorial leadership and is responsible for initiating, developing, and delivering the programme; nurturing and developing sponsorship and other relationships; and maintaining a healthy financial position.

The Festival Director is deeply committed to literature, writing and ideas, and to creating extraordinary audience experiences. The successful candidate will demonstrate strategic and imaginative thinking, and the capacity to develop the Festival as a cornerstone event in Dunedin's, and New Zealand's, literary and cultural calendar.

The Festival Director works collaboratively and innovatively, reflecting the organisation's values of excellence, inclusion and impact. Through programming, leadership, and community presence, they

maintain and build the Festival's relationships with audiences, writers, publishers and other literary sector peers, funders and donors, media, and other stakeholders.

The Festival Director reports to the Festival Board and is directly responsible for staff contracted for Festival roles and volunteers.

The Festival Director works closely with the Board to sustain and cultivate the Festival's strong financial position, and to ensure the success of associated events and the 2021 Festival.

Job Description for Festival Director

In conjunction with the Festival Board, the Festival Director will oversee and implement the vision, programming, planning, and production of the Festival and associated events. This includes, but is not limited to the below. All elements of the Director's role should be carried out with consideration of the principles of the Treaty of Waitangi.

Festival and events curation and management

- Establish relationships and liaise with writers, publishers, other festivals, potential event chairs and guests, and others as required
- Produce accurate and audience-centric content for the Festival programme and website
- Develop and implement a marketing and publicity plan
- Ensure programme meets requirements of budget, funding bodies and sponsors
- Plan and oversee the smooth running of all events

Relationship management

- Identify and develop artistic and strategic relationships between the Festival and key literary organisations, locally, nationally, and internationally
- Establish and nurture relationships with new and existing sponsors, partners, and stakeholders
- Maintain active relationships with schools and teachers to ensure the ongoing success and relevance of the Schools' Programme

Staff management

- Be responsible for recruitment, induction, goal and objective setting, managing, and reviewing performance of all contracted Festival staff

- Ensure all obligations are met under New Zealand employment law
- Ensure the health, safety and wellbeing of all Festival employees and volunteers within the scope of the Festival

Financial management

- In close consultation with the Board, develop and adhere to an annual budget and budget plans for the Festival, and other associated events
- Prepare and maintain a funding and grant application calendar
- Take a strategic and measured approach to seeking funding
- Maintain accurate financial records
- Ensure creditors and debtors are managed efficiently
- Prepare financial reports as required by the board, funders and sponsors

Strategic planning

- In close consultation with the Board, develop and implement a long term vision and plan for the Festival
- Develop appropriate and mutually beneficial packages for partners and ensure timely delivery according to agreements

Health and Safety

- Be responsible for the development, monitoring, and reporting of health and safety plans for the Festival events, other events, staff, volunteers and contractors and in consultation with venue managers as relevant

Other

- Provide reports to the Board and attend meetings as requested by the Board
- Maintain up-to-date knowledge of all applicable legislation (for example, Employment, Health and Safety in the Workplace, Copyright, Privacy and others)
- Maintain clear and accurate records of hours worked
- Consider, protect and enhance the reputation and brand of the Festival
- Carry out any other duties as may reasonably be required by the Board from time to time