

**Chief Executive Officer**

Australian Poetry believes in the power of words. Australian Poetry is the national body for poetry, dedicated to promoting Australian poets and their work, while encouraging the poetic imagination of greater numbers of Australians.

This role is an exciting opportunity for a leader with vision, enthusiasm, imagination and advocacy skill to develop inventive programs to promote Australian poetry and its poets to national and international audiences.

Reporting to the Board, the CEO has a leading role in the preparation and implementation of Australian Poetry’s artistic, strategic, financial, and business plans, and in expanding our supporter base of funders, subscribers, donors, and benefactors.

For more information on Australian Poetry and to obtain a detailed position and person description please go to: www.australianpoetry.org

For further information contact: Peter Matthews, Chairman, Australian Poetry Limited at: [Chair@australianpoetry.org](mailto:Chair@australianpoetry.org)

**Closing date: 5.00 pm, Monday, 6 July 2015**

## CEO, Australian Poetry Limited

## Person and Position Description

**Organisational Overview**

Australian Poetry Limited (APL) believes in the power of words. APL is the national body for poetry, dedicated to promoting Australian poets and their work, while encouraging the poetic imagination of greater numbers of Australians.

Reporting to the Board, the CEO has a leading role in the preparation and implementation of APL’s artistic, strategic, business, and financial plans, and in expanding APL’s supporter base of funders, subscribers, donors, and benefactors.

The role is based at Melbourne’s Wheeler Centre, but its reach extends to all states and internationally.

**Key responsibilities**

* Formulating the business plan and setting strategic goals in conjunction with the Board
* Managing operations and leading a small team of part-time and volunteer staff
* Fostering relationships with poets, writers and other artists, academics and teachers, funding partners, subscribers (individuals, publishers, libraries, universities), sponsors, donors, and benefactors
* Working collaboratively with other key literary and poetry organisations in Australia and overseas to develop partnerships, publications, programs, and projects

**Key skills of the ideal candidate**

* Knowledge of the Australian literary environment and agencies
* Proven leadership track-record, preferably in a not-for-profit arts organisation
* Capability to build strong relationship with poets and the broader literary sector, government, philanthropic agencies, the community, and the private sector
* Demonstrated financial management, analytical, and problem-solving skills
* Excellent communication, negotiation, presentation, and advocacy skills
* Ability to consult, collaborate, and work effectively as both a leader and team member
* Ability to conceive, implement and drive projects to completion

**Qualifications**

* Desirable: relevant tertiary qualifications in arts or management or both

**Key Selection Criteria**

* Proven creative, entrepreneurial, and advocacy skills to develop, manage and fund inventive publications, programs, projects, and partnerships to promote Australian poetry and its poets to national and international audiences
* The leadership, management and administrative capability to successfully manage and grow a small not-for-profit arts organisation
* Demonstrated capability to balance artistic sensibility and financial acumen
* High-level understanding of the Australian literary environment, relevant funding agencies, current and emerging issues affecting poetry
* Proven project management expertise

If you feel you satisfy many but not all criteria and the role appeals to you, please be assured that you will be considered.

**Conditions**

The appointment is for a fixed term of three years in the first instance.

The annual salary is EFT $65,000 plus mandatory superannuation. The role will be four days per week (0.8 FTE); that is, an effective salary of $52,000 per annum plus mandatory superannuation in the first instance. Standard industry leave conditions will apply.

The position will require some afterhours work and, from time to time, intra and interstate travel.

Australian Poetry is not able to pay re-location costs, overtime or penalty rates.

The office is located at The Wheeler Centre, 176 Little Lonsdale St, Melbourne.

**Applications**

Applications should include:

* Cover Letter
* Candidate Statement that includes a response to the Key Selection Criteria
* Curriculum Vitae, including contact details for two referees

Applications in word document format are to be sent to: Chair@australianpoetry.org

For further information contact: Peter Matthews, Chairman, Australian Poetry Limited at: Chair@australianpoetry.org

Please see attachment for more details on Australian Poetry and visit: [www.australianpoetry.org](http://www.australianpoetry.org)

**Closing date: 5.00 pm, Monday, 6 July 2015**

|  |  |
| --- | --- |
| H:\APL\Working Docs\Images and Signatures\logo with tagline.JPG | Level 3 The Wheeler Centre  176 Little Lonsdale St Vic 3000  t +61 3 9094 7829  w www.australianpoetry.org  ACN: 146 117 679  ABN: 77 146 117 679 |

Australian Poetry believes in the power of words.

Our vision is of a country that embraces and enjoys poetry as integral to Australian life. We advocate for Australian poetry, its poets and their audiences across the nation and internationally.

Australian Poetry has three aspirations for Australian poetry:

1. *Excellence* – to publish the finest contemporary Australian poetry
2. *Advocacy* – to promote Australian poetry in all its forms
3. *Audiences* – to develop audiences nationally and internationally for Australian poetry.

Australian Poetry was formed in 2011 when the Australian Poetry Centre (Victoria) and the Poets Union (NSW) agreed to merge. Australian Poetry Limited is a not-for-profit company limited by guarantee, governed by a Board of up to twelve directors. The Members of Australian Poetry Limited comprise the Board and all previous directors. Directors and the Company Secretary are appointed by the current Board. Australian Poetry is a registered charitable organisation with DGR status.

Australian Poetry receives recurrent funding from the Australia Council and Creative Victoria and finances publications, projects, and programs from government grants, subscriptions, donations, philanthropic agencies, sponsorships, and earned income. These sources are not assured; each and every year funds must be raised to continue our work.

Australian Poetry is actively engaged in cultural partnerships that cultivate poetry. We collaborate with poets, writers and other artists, organisations, schools, and communities across the country, introducing Australians from all walks of life to the world of poetry.

Australian Poetry publishes outstanding contemporary Australian poetry. The biannual Australian Poetry Journal celebrates and showcases the work of poets and writers from across the nation. The Journal commissions essayists, reviewers and other experts on poetry.

Australian Poetry distributes Australian poetry nationally and internationally in both print and digital forms. Our website promotes a wide range of poetry events, including lectures, readings, festivals, workshops, and competitions around the country. Our monthly e-newsletter keeps subscribers informed about poetry opportunities and news. Australian Poetry has more than 600 subscribers, almost 10,000 Facebook followers and a further 6,500 on Twitter.

Australian Poetry advocacy influences public policy, assists research, creates debate, and raises public awareness of poetry.

**Australian Poetry**

We believe in the power of words

Our poetry culture needs to be heard

Australian voices reaching the world