



Position Title:	<b>Stella Prize Manager</b>
Reports to:	Executive Director
Salary:	Commensurate with experience and sector expectations. Additional 9.5% superannuation.
Conditions:	Envisaged as a full-time role, although options for working a 4-day week may be negotiated with the right applicant.

The Stella office is currently located in Melbourne's CBD. Some interstate travel is required (2-4 trips annually). Longer working hours should be expected during periods of peak workloads associated with The Stella Prize. Attendance (and assistance) at several events held outside normal business hours is also expected. In return, Stella offers workplace flexibility and the opportunity to make a genuine difference.

The Stella Prize is Australia's pre-eminent literary award for women. A small, not-for-profit organisation based in Melbourne, Stella celebrates, supports and advocates for Australian women writers through:

- The Stella Prize, which annually celebrates, promotes and demonstrates the excellence of Australian women writers
- The Stella Count, which maps the barriers still faced by Australian women writers
- Stella Schools, a suite of initiatives where teens learn to think critically about language, power and gender.

## Position Summary

This is a pivotal role overseeing the management and execution of the annual Stella Prize; coordinating Stella fundraising events; and working across various organisational initiatives. The ideal candidate will be extremely well-organised, and possess strong administrative and project-management experience alongside outstanding written and verbal communication skills.

The Stella team is small, friendly and passionate about literature. Within the organization, you will work closely and professionally with the Executive Director of the Stella Prize, the Marketing and Communications Manager, Education Manager, any other Stella employees, contract staff and interns. Externally, you will engage in a friendly and professional manner with all Stella stakeholders, including the Stella Board members, donors (including trusts and

foundations), authors, publishers, booksellers, librarians, arts organisations, relevant government agencies and portfolio bodies, corporate sponsors, relevant peak bodies, contractors and suppliers.

## Responsibilities

- Develop the annual Stella Prize program plan, including a details timeline of events, tasks, and budget.
- Work with the Marketing and Communications Manager to develop and implement an annual marketing plan for the Stella Prize, liaising with key stakeholders including booksellers, librarians, publishers, and authors, and other marketing partners.
- Manage the judging of the prize, including:
  - Inviting and appointing the judging panel, in collaboration with the Stella Board
  - Managing all communications, travel bookings, event arrangements and other key communications for the judges
  - Managing confidential information from the judging process
  - Working with Marketing and Communications Manager and contractors to coordinate media requests and commitments of judges.
- Manage the entry process for the prize, including:
  - Liaising with publishers
  - Responding to general enquiries
  - Processing payments and issuing receipts and invoices as requested
  - Coordinating staff, board, and judges to complete the internal Conflict of Interest process
- Manage the longlisted, shortlisted and winning authors of the Prize, including:
  - Communicating with all listed authors and publishers
  - Managing their involvement in events and event commitments
  - Overseeing travel and accommodation bookings where required
  - Managing all other key communications for the listed authors
  - Working with Marketing and Communications Manager and contract staff to coordinate media requests and commitments.
- Plan, organise and execute the annual Stella Prize Award Night and Longlist Announcement events on time and to budget, including sourcing – where possible and appropriate – relevant sponsorship for Award Night expenses.
- Plan, organise and execute the annual Longlist Announcement events on time and to budget including sourcing – where possible and appropriate – relevant sponsorship for event expenses.
- Plan, organize and execute other literary events and liaise with festival organisers, authors, publishers, booksellers, librarians and the media as required.
- Work with the Marketing and Communications Manager to develop and implement an annual marketing plan for the Stella Prize, liaising with Stella Prize partners, including publishers, authors, designers, booksellers and librarians.

- Assist in coordinating Stella’s fundraising events, in collaboration with Executive Director.
- Assist in managing relationships with key donors, sponsors, and supporters
- Contribute to other Stella activities including: drafting grant proposals and acquittals for The Stella Prize and Stella Count, identifying (and where appropriate, following up) possible funding and sponsorship opportunities for Stella programs and activities.

## Key Selection Criteria

Outstanding written and verbal communication and interpersonal skills.

Demonstrated event and artist management skills.

Ability to source – where possible and appropriate – relevant sponsorship for event expenses.

Excellent time management skills and proven ability to meet deadlines, with the ability to prioritise workload and seek clarification and assistance when necessary.

Excellent project coordination skills and ability to ensure that large amounts of information are managed effectively.

Exemplary organisational skills and attention to detail, and highly developed administrative and record-keeping skills.

Ability to work with confidential information.

A high level of computer literacy and proficiency in use of various databases and systems.

Ability to establish, manage, record and to work within budgets.

A commitment to Stella’s vision, purpose, values and objectives.

## How to Apply

**Applications close 5pm Monday 14 January 2019.**

Written applications MUST include:

- a covering letter that addresses the selection criteria,
- your resume

Applicants selected for interview will also be asked to provide two referees.

Please forward your application to:

Michelle Scott Tucker  
 Executive Director, The Stella Prize  
 michelle@thestellaprizet.com.au  
 0413 997 330