

EMERGING WRITERS' FESTIVAL

Emerging Writers' Festival

Project Terms and Details

Project title: Guest Curatorship

Reporting to: Artistic Director

Project term: As a curatorship, outside of a few specific deadlines, the hours of work are flexible/determined by the Guest Curator, in collaboration with EWF.

Project Period: April – September 2024

One-off Project Fee: \$1250+ 11.5% Superannuation (please note, due to ATO regulations, an ABN is required in order to be eligible for the Superannuation payment in addition to your one-off project fee.

Payment terms: 50% of total fee to be invoiced for payment the first payroll week after Curator begins role (6th of May, 2024), final fee invoice to be processed for payment in the first payroll week after the delivery of this year's Emerging Writers' Festival (due week of September 30th).

About EWF:

The Emerging Writers' Festival (EWF) is one of Australia's most established and well-respected literary festivals. We exist to develop, nurture and promote Australia's new writing talent, creating platforms for connecting writing communities and their audiences. Through the flagship Festival in Melbourne and an annual program of events, EWF provides opportunities for emerging writers, editors, publishers and literary professionals to develop professionally, and supports them to engage new and larger audiences. We are a place where creativity and innovation are celebrated, where new talent is nurtured and where diverse voices from across Australia are represented.

About the Guest Curatorship:

This is a curation opportunity with a stipend provided for an Emerging First Nations Producer, who is interested in dipping their toes into literary and festival programming, with a national festival.

Since 2018, EWF has been committed to programming First Nations Artists and Writers for the Opening Night Gala of the festival – an important cornerstone of our organisation’s programming and ethos. In 2023, EWF worked with the inaugural Guest Curator, Maya Hodge, who curated the Opening Night Gala event “Truth Telling”. Following an incredible and warm reception of this event, EWF is excited to open Expressions of Interest for the next Guest Curator.

Key project responsibilities

- Take the lead on programming the 2024 Opening Night Gala event including: theme, structure, and artists. EWF will take the lead on venue and other operational elements, as well as details required by funding (eg. Additional guest speakers). The artistic direction of the event will be determined and lead by the Guest Curator.
- Sourcing, contracting, briefing, liaising and supporting artists for the event in the lead up to and during the event (with support and resources from the EWF team)
- € Attend Emerging Writers’ Festival meetings as required (remote options available)
- € Provide some feedback on the process and experience of the Guest Curatorship, after the festival reporting period
- € *Optional: EWF encourages the Guest Curator to also appear in their event. If this is the case there will be an additional artist fee provided, as per EWF’s artist fee scale.*

Conditions

- € The Guest Curatorship is a **one off fee** and project.
- € To comply with the ATO’s revised standards regarding SG the Guest Curator will be required to fill out typical employment paperwork (*New Employee Details, Super Choice form, Project Contract, TFN Declaration* etc) and deliver these forms to the Executive Director prior to beginning this project. (This is so we can pay you Superannuation). An ABN is required for this role in order to receive your Superannuation payment on alongside the one-off project fee.
- € Responsibilities can be conducted remotely, and will be supplied with the appropriate drive and server access to complete tasks. Additionally, EWF will provide travel and accommodation for the Guest Curator to attend their event, if/when required
- € Project payment fee for the Guest Curatorship will be in two payments, 50% upfront payment to Guest Curator the first payroll week (fortnightly) after they begin work on the project, and then the remaining 50% payable to the Guest Curator upon delivery of event, and an informal post-curatorship feedback session between the Guest Curator and EWF.
- € Total payment fee for Guest Curator is \$1,250 + 11.5% Superannuation Guarantee to be paid in two 50% installments (terms outlined above)-into your nominated bank account. An ABN is required for this role in order to receive your Superannuation payment on alongside the one-off project fee.
- € The project term begins the week of Monday April 29th and ends the week of Monday 23rd September, 2024. This is a flexible working schedule with the Guest Curator to determine their own hours/working times (outside of key dates and project obligations) to be paid in two 50% installments (terms outlined above)-into your nominated bank account.

Project Schedule:

The project term begins the week of Monday April 29th and ends the week of Monday 23rd September, 2024.

- Week 19 Feb: EOI opens
- Week 1 April: EOI closes
- Week 8 April: Guest Curator invitation sent
- Week 15 April: Applicants notified of outcomes
- Week 29 April: Guest Curator commences duties
- September 5-15: Festival!
 - September 5: EWF Opening Night Gala (Guest Curator event)
 - September 6-15: EWF festival delivery (not applicable to Guest Curator, unless programed or otherwise specified)
 - September 15: EWF Closing Night (Guest Curator invited to attend)
- Week 23 September: Informal feedback session between Guest Curator & EWF