



The Melbourne UNESCO City of Literature is seeking a Project Manager to deliver the upcoming Cities of Literature network meeting from 5th to 10th September 2022

Role Title: Melbourne UNESCO City of Literature Office Project Manager

Salary: Pro rata of \$80 000 full-time equivalent per annum plus superannuation, annual leave, and time-off-in-lieu package

Position: Part time contract for seven-month period (April to October 2022). Standard hours are 2 days / 0.4 FTE / 15 hours per week with flexible work hours

Contact: [David Ryding, Director](#)

Project Manager

About the role

The Project Manager is responsible for the management of the local logistics and international liaison required for the UNESCO Cities of Literature sub-network meeting.

The Project Manager will work closely with the Director, in consultation with the Administrator and in reference to the City of Literature Meeting working group.

We are looking for someone with excellent project management experience, nuanced communication skills, flexible problem solving ability and permanent good humour.

The role will commence the start of April and conclude the end of October 2022.

Key responsibilities

- Manage the planning, logistics and delivery of the 2022 Cities of Literature sub network meeting in Melbourne
- Oversee timelines and delivery schedules
- Manage the project budget



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- Act as liaison with all partners, venues and companies involved in the meeting
- Coordinate communication between visiting Cities of Literature representatives, the City of Literature Office and Melbourne stakeholders.
- Manage any casual and technical staff
- Undertake other duties, as required.

OTHER RELEVANT INFORMATION

- The Melbourne City of Literature Office is currently a full time Director and the .04 Administrator. The Office also regularly works with about 10 regular contractors.
- The Melbourne City of Literature Office is housed by The Wheeler Centre. As such, this role will be contracted by them, though independent from Wheeler Centre staff.
- The position is based in the Wheeler Centre at 176 Little Lonsdale Street, Melbourne with a hybrid work situation possible.
- The Centre is an Equal Opportunity Employer.
- The Centre provides a smoke-free environment.

About the applicant

The ideal person will

- Have experience managing a project with multiple stakeholders
- Have the ability to respond to direction, and work both independently and as part of a team
- Have great event and budget management skills and experience
- Have excellent communication skills
- Have excellent time management skills, including the ability to set and work to deadlines and coordinate multiple tasks
- Be curious about writers, readers, libraries, bookshops , festivals and how a City of Literature can connect with it's overseas partners

The Application Process

Applications require a cover letter responding to the position description (No more than 3 pages) and a short resume (no more than 2 pages)

Please submit your application to Cityofliterature@wheelercentre.com with the title of the email being "Project Manager" Please do not put any copy in the body of the email.

Applications close Monday the 7th of March at 9pm

Interviews will be the week of the 21st of March on Zoom.

The role ideally starts 4th April.

Any questions please email Director [David Ryding](mailto:David.Ryding@wheelercentre.com)



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Cities of Literature Network Meeting - 5th to 10th September 2022

The Cities of Literature Annual Meeting is a gathering dedicated to internal matters (communication, strategy, processes and procedures, formal UCCN issues) for the sub network, as well as external collaboration projects, communication strategies, project presentations and proposals, integration activity and lastly, socialising and networking.

The Cities of Literature was the first sub network to hold an annual dedicated meeting, commencing informally in Heidelberg in 2015 then formally in Dublin in 2016. Since then meetings have been held in Barcelona (2017), Iowa City (2018), Nottingham & Norwich (2019), Prague (2020) and most recently Reykjavik (2021).

Hosting the Annual Meeting has proven a useful tool for developing local awareness and understanding about the network and its goals, leveraging stakeholder support for ongoing and future activities, drawing media attention and increasing international communication about the Host City, showcasing local and regional literary sector activities, exchanging best practices, networking and mutual learning.

The Melbourne program will begin formally on the 5th of September with a Welcome to Country and an immersion in the First Nations history of Melbourne. The week will include the 20 hours of meetings required by UNESCO, roundtables, cultural tours, and one-on-one meetings which the delegates will request (as facilitated by the Office).

The first night will be a Civic function and the remaining nights filled with a selection of cultural events which would cover local arts, including theater, music, performance, and literature. One afternoon will be reserved for more tourist activities, with a possible whole group visit to the Zoo.

The end of the week, and the heart of the program, will be roundtables run on the Friday as per the Melbourne City of Literature Office's successful literary programmers initiative. Possible roundtables include libraries, working young people, and cultural tourism with Victorian literary professionals working with the City of Literature delegates.

The program will formally finish on Saturday the 10th of September, with the delegates being invited to attend Melbourne Writers Festival.

UNESCO Creative Cities

Launched in 2004, the UNESCO Creative Cities Network (UCCN) aims to strengthen cooperation with and among cities that have recognized creativity as a strategic factor of sustainable development as regards to economic, social, cultural and environmental aspects.

By joining the Network, cities acknowledge their commitment to sharing best practices, developing partnerships that promote creativity and the cultural industries, strengthening participation in cultural life and integrating culture in urban development plans.



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The UNESCO Creative Cities Network covers seven creative fields: *Crafts and Folk Arts, Design, Film, Gastronomy, Literature, Media Arts, and Music.*

The Creative Cities Network aims to:

1. Strengthen international cooperation between cities that have recognized creativity as a strategic factor of their sustainable development.
2. Stimulate and enhance initiatives led by member cities to make creativity an essential component of urban development, notably through partnerships involving the public and private sectors and civil society.
3. Strengthen the creation, production, distribution and dissemination of cultural activities, goods and services.
4. Develop hubs of creativity and innovation and broaden opportunities for creators and professionals in the cultural sector.
5. Improve access to and participation in cultural life as well as the enjoyment of cultural goods and services, notably for marginalized or vulnerable groups and individuals.
6. Fully integrate culture and creativity into local development strategies and plans.

There are currently 42 [Cities of Literature](#).

The City of Literature Office

In 2008, Melbourne joined the [UNESCO Creative Cities Network](#) when it was designated the first and only City of Literature in Australia and the second of its kind in the world. There are currently 42 Cities of Literature.

The Melbourne UNESCO City of Literature Office is a joint initiative of [Creative Victoria](#) and [City of Melbourne](#) and is hosted by [The Wheeler Centre](#).

The Office's role is to support the work and networks that exist, nurture and develop new opportunities and networks, make connections across industry and audiences and champion all things Melbourne as a City of Literature.

The Office has three broad areas of action that address the [aims](#) of the Creative City Network as well as the needs for Melbourne as a City of Literature:

1. Connecting the City of Literature - *Melbourne is a well-connected City both locally and internationally*
2. Reflecting the City of Literature - *Melbourne values itself as a leading City of Literature*



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3. Supporting the City of Literature - *Melbourne is a sustainable City of Literature*

Our vision is to be the best connected City of Literature, both internally and externally.

The Office programs in three ways:

1. Strategic initiatives – that can cause a meaningful change in the City of Literature.
2. Partnership programs – working with partners to deliver impactful programming.
3. International exchanges – programs that begin here in partnership with another Creative City then is used across the network.