

Organisation	<b>Women in Media Australia</b>
Organisation Type	<b>Charity/NFP</b>
Coverage	<b>National</b>
Position Title	<b>National Conference Curator</b>
Remuneration	<b>\$15,000 project fee</b>
Location	<b>Virtual</b>
Industry / Sector	<b>Media / Arts</b>
Skill Sought	<b>Event program oversight, coordination, delivery including outreach to a network of speaker contacts</b>
Closing Date	

### **National Conference - Curator Role**

In 2024 Women in Media would like to build a National Conference team that will scope, curate and deliver the event over in August/September 2024.

We are seeking a creative and dynamic person who thrives on collaboration. As a valued member of the Women in Media team, you will take ownership of the event in a curatorial capacity. Expressions of Interest are now open. Applicants can be based anywhere. The curator is not expected to be based in Sydney, though attendance at the 2023 conference in September is essential.

The Women in Media National Conference is the premier event for professional women working in all areas of the media industry, including journalism, communications, production, advertising, marketing, public relations, publishing and digital media.

WiM encourages applications from Aboriginal and Torres Strait Islander peoples, people from cultural and linguistical diverse backgrounds, people with disability, LGBTIQ+ and people of all ages.

The successful candidate for this role will possess high energy and enthusiasm for WiM, excellent communication skills, superior knowledge of the media sector in Australia, have a strong network and leadership qualities to meet the events objectives.

The National Conference Curator will report directly to the board of directors on a project-based part-time basis.

The primary focus of this position is to build a comprehensive and creative program that will ensure Women in Media's National Conference is held in high regard and is highly attended. The conference aims to foster meaningful conversations and drive positive change in the media landscape. Packed with thought-provoking topics, knowledge-building workshops and opportunities to engage in meaningful discussion, the conference lineup is far-reaching. Influential business leaders, media industry personalities, entrepreneurs, and those just starting out in their careers, will delve into crucial issues of gender, media, and society.

The event curator will be involved in all aspects of program delivery. The successful applicant will work in close collaboration with the Board, conference event management and event volunteers.

### **Key responsibilities**

1. In consultation with the Board, provide draft 2024 program and suggested speaker list.
1. Outreach to secure the participation of speakers, panellists and workshop facilitators.

2. Contribute to deepening the conference's engagement with women across sectors (including journalism, communications, production, advertising, marketing, public relations, publishing and digital media) and audiences.
3. Consult with Conference event organiser about the logistics associated with program content such as speaker travel and accommodation, as well as session details and speaker bios/headshots.
4. Contribute to post-event reporting.

### **Essential Skills**

1. A broad knowledge of the media sector.
2. Experience with speaker and audience engagement.
3. Strong leadership qualities
4. Excellent oral and written communication skills
5. Proficiency in Google, Microsoft Office
6. Solid customer service skills
7. Good communication and interpersonal skills
8. Ability to multi-task and prioritise
9. Ability to work independently and remotely
10. Self-starter with strong problem-solving skills
11. Demonstrated commitment to collaboration.

### **About Women in Media**

Women in Media is a not-for-profit registered charity that exists to help women in media excel, learn, contribute, and connect. With over 6000 members nationwide and branches in each state and territory, members work in all facets of the media including journalism, communications, production, public relations, advertising, marketing, publishing and digital media. Our initiatives aim to increase gender equality, extend leadership and economic participation opportunities for women, and build a safer, more respectful culture in Australian workplaces. For more information visit [www.womeninmedia.com.au](http://www.womeninmedia.com.au).

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### **Apply**

Please submit a cover letter detailing your expression of interest addressing the selection criteria (no more than two pages) and your resume by November 7, 2023 to [work@womeninmedia.com.au](mailto:work@womeninmedia.com.au)

### **Website**

For more information about Women in Media visit [www.womeninmedia.com.au](http://www.womeninmedia.com.au)