

# Sydney Story FACTORY

176 Redfern Street, Redfern NSW 2016. [www.sydneystoryfactory.org.au](http://www.sydneystoryfactory.org.au). Contact: [info@sydneystoryfactory.org.au](mailto:info@sydneystoryfactory.org.au)

## POSITION DESCRIPTION

<b>Position Title:</b>	Casual Storyteller
<b>Reports to:</b>	Storyteller-in-Chief
<b>Salary &amp; Conditions:</b>	\$331.08 per day, with a minimum engagement of \$165.54 per workshop.  Casual employment on an ad hoc basis, with no minimum hours per week.

## The role

The casual storyteller will work under the direction of the Storyteller-in-Chief, and in collaboration with the whole storytelling team. S/he will lead a range of workshops with students in upper primary and high school. Some of these will be workshops we have already developed – including our one-off bookmaking, script-writing and robot birds workshops - but s/he may also occasionally work with the team to develop new and innovative programs responding to students' needs and interests. The Storyteller-in-Chief will lead this process, at least initially, but there may be scope for the casual storyteller to start developing their own programs (professional development and support will be provided, if needed). The ideal candidate will be as creative and imaginative as possible, with a drive to deliver innovative writing programs that become a benchmark in the field.

S/he will be involved in the management of volunteers within workshops, and occasionally interns. She/he will also be responsible for keeping accurate records of each workshop, including attendance registers for students and volunteers, and reporting back on all workshops to the storytelling team. We are a community-based organisation, so s/he will also be expected to engage with diverse members of our community and build strong and respectful relationships.

Programs will be delivered both at the SSF and at schools and in communities around Sydney.

## Key Position Priorities and Duties:

<b>1. Human Resources Management</b>	<ul style="list-style-type: none"><li>• Directly supervise volunteers and interns within workshops. Appropriately encourage and thank all unpaid staff, making them feel their contribution is valuable.</li><li>• Comply with, and ensure that all volunteers comply with, the guidelines regarding appropriate interactions with children outlined by the NSW Commission for Children and</li></ul>
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	<p>Young People; immediately report any infractions to the Storyteller-in-Chief.</p> <ul style="list-style-type: none"> <li>• Work co-operatively with evaluators who may from time to time be involved in workshops.</li> </ul>
<b>2. Curriculum Development</b>	<ul style="list-style-type: none"> <li>• High quality delivery of the SSF's range of already developed workshop programs.</li> <li>• Assist with the refinement and improvement of SSF programs.</li> <li>• Occasionally work with the Storytelling team to create and deliver appropriate workshops for specific groups, responding to students' interests and the SSF's goals.</li> <li>• Ensure all SSF programs are culturally appropriate and relevant.</li> </ul>
<b>3. Program Management, Planning and Implementation</b>	<ul style="list-style-type: none"> <li>• Ensure that SSF workshops are places where students and families from all backgrounds are welcome, and actively encouraged to participate.</li> <li>• At the completion of all workshops, report back to the Storyteller-in-Chief (or his representative) about the workshop, including noting any difficulties or areas for potential improvement.</li> </ul>
<b>4. Relationship and Partnership Management</b>	<ul style="list-style-type: none"> <li>• Develop strong relationships with teachers, parents and community members whenever running a workshop.</li> <li>• Answer or appropriately direct all inquiries from potential students, their families and schools, promptly and efficiently.</li> <li>• Deal with any behavioural problems with students in accordance with SSF policies.</li> <li>• Report on a regular basis to the Storyteller-in-Chief.</li> <li>• At all times represent the SSF professionally and ethically in a range of forums and meetings in order to increase awareness, support and collaboration.</li> </ul>
<b>5. General Position Duties</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with organisational policies and practices</li> <li>• Optional participation in staff development and training activities .</li> </ul>
<b>6. Administration and volunteer management</b>	<ul style="list-style-type: none"> <li>• Keep detailed and up-to-date records of all classes, including lesson plans and attendance lists (for volunteers and students), which should be passed to Mission Control at the completion of every workshop.</li> <li>• When necessary, assist with the preparation of students' work for publication, and oversee the printing and binding of books.</li> </ul>

**Selection Criteria:**

*Candidates are asked to reply to each of the following criteria outlining their relevant experience and qualifications.*

**Essential**

1. A love of creative writing and a strong desire to improve outcomes for young people.
2. Educational experience, ideally a completed or nearly completed education degree.

3. A gift for storytelling and the ability to nurture creativity in others .
4. Demonstrated ability to work collaboratively with diverse people in an educational setting.
5. A creative mind and the ability to develop programs responding to students' needs and interests, with or without support from others.
6. Strong organisational and administrative skills.

**Desirable**

1. Experience working with young Indigenous people and people from culturally diverse backgrounds.

The successful applicant must undertake a Working with Children Check prior to commencement and is subject to an initial three-month probationary period. The role reports to the Storyteller-in-Chief.

**HOW TO APPLY**

Written applications MUST include a covering letter that addresses the selection criteria, your resume and two referees you are happy for us to contact.

**Forward applications to:** Bheki Mkwanzani, c/o  
bheki@sydneystoryfactory.org.  
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For more information, visit [www.sydneystoryfactory.org.au](http://www.sydneystoryfactory.org.au),

It is an offence under the NSW Child Protection Act for a person convicted of a serious sex offence to apply for this position. Relevant employment screening will be conducted.

**Closing Date for Applications:** Friday 11th August, 2017.