



Digital
Storyteller

WHO WE ARE

Founded in 2012, Story Factory is a not-for-profit creative writing centre for young people aged 7-17, from under-resourced communities.

At Story Factory, we know that stories have the power to change lives. Research shows that quality arts-based learning significantly improves social and emotional wellbeing.

Our storytelling workshops have been designed by creative writing and literacy experts to build literacy, confidence and creativity: essential skills young people need to shape their future.

The workshops are facilitated by our storytelling team, and supported by volunteer tutors.

We only work with young people from communities that are under-resourced.

WE WILL PROVIDE

- * \$404.29 per day, plus superannuation

WHO YOU ARE

The casual Digital Storyteller is an experienced workshop facilitator with a passion for nurturing creativity through digital means, who will deliver digital writing workshops to students in upper primary and high school across Australia. This is a casual role.

They will work under the direction of the National Program Manager, and in collaboration with the Storyteller-in-Chief.

We're looking for a Digital Storyteller who has:

- * Experience teaching students in primary and high school settings, community groups and similar out-of-school settings;
- * Experience in running online workshops and creating digital content;
- * Demonstrated ability to work collaboratively with diverse people in an educational setting;
- * Strong organisational and administrative skills;
- * A gift for storytelling and the ability to nurture creativity in others.

APPLICATION CLOSING DATE

Monday January 16, 2023, 5pm



OUR WORKPLACE CULTURE

We work in a space that strives to be culturally safe, supportive, fun and driven. We are always looking for colleagues who:

- * are willing to develop cross cultural competencies;
- * are keen to both collaborate with others and innovate on their own;
- * have a reflective practice about their work, and are open to feedback and finding improvements in both their own and organisational processes;
- * love working with young people and are always willing to centre their voices;
- * can communicate clearly, respectfully and patiently;
- * can be flexible and adapt to an always-changing environment;
- * are keen to both collaborate with others and work on their own.



MUST HAVE, OR BE WILLING TO OBTAIN

- * An employee Working with Children check
- * A National Police Check



HOW TO APPLY

Step 1: Complete the cover form on pages 5-6. This gives us all the information we need to reach you, and tells us why you would like the job.

For a storytelling organisation like us, this is an important part of the application, so take your time with it.

Step 2: Respond to the selection criteria. This is also very important, so make sure you provide an example for every question.

If you don't have experience with something, you can write about another similar experience, or about how the skills or knowledge you have would allow you to meet that criteria.

Step 3: Attach your CV (resume). This gives us an idea of what you've been involved with in the past, and a sense of some of your other achievements that might not have fit in the other sections of the application.

Step 4: Email your application to jobs@storyfactory.org.au



FAQS

Will I get an interview?

In the event of receiving a large number of applications we may not be able to interview everyone. Please ensure you complete all of the steps in the application form to strengthen your application and have a stronger chance of getting an interview. Applications close on **January 16, 2023**. Late submissions can be received, please give us a call if this is the case.

How long will I wait to hear whether I have an interview or not?

We always respond to every applicant, whether you have been successful in getting an interview or not. If you have not had a response in two weeks, you can email jobs@storyfactory.org.au to check that we definitely received your application.

Can I submit without references, or submit them later?

Yes, you can provide two referees once you have progressed to that stage of the application process. We will also not phone any referees without your permission.

I've decided I no longer want to apply, what should I do?

Email jobs@storyfactory.org.au and we will take you off the application list.

If I don't have the experience you're looking for, should I still apply?

A teaching degree or nearly completed educational degree is required for this position. However, we do recognise transferable skills if you have worked with Story Factory or in a school-based setting.

Can you keep my application on file for future positions?

As a small non-profit we don't have the infrastructure to retain applications, however you are always welcome to apply again for future roles.

What other roles do you have coming up?

Whenever we have a role on offer, we announce this on our website.



“ THE BEST THING ABOUT STORY FACTORY IS THAT WE ALL WORK TOGETHER TO ENSURE THE BEST OUTCOMES FOR OUR KIDS. EVERYONE'S PASSION IS GENUINE. IT'S A JOY TO WORK WITH SUCH A DEDICATED, TALENTED TEAM. ”

**Cath Keenan,
Executive Director**



storyfactory.org.au/work-with-us

APPLICANT COVER FORM



Position: Digital Storyteller, casual

First Name:

Last Name:

Address:

Telephone:

Mobile:

Email:

REFEREES

Please provide details of two people who can speak on your behalf regarding your work history. *Work references only. Please include your current supervisor/manager. We will not contact referees until the final stage, and will let you know in advance.*

NAME:

TELEPHONE:

POSITION/RELATIONSHIP + COMPANY/ORG:

NAME:

TELEPHONE:

POSITION/RELATIONSHIP + COMPANY/ORG:

When will you be available to commence?

How did you find out about this positio ?

- Facebook
- EthicalJobs
- Story Factory website

- Twitter
- ArtsHub
- Other

WRITE A COVER LETTER SHARING YOUR STORY.

Tell us about yourself and also;

why you want to work with Story Factory.

You are also welcome to attach a word doc in place of this page.

We're a not-for-profit that runs creative writing and storytelling workshops for young people aged 7 to 17 in under-resourced communities. Supported by our community of expert storytellers, young people are empowered to create stories of all kinds, which we publish and celebrate. Young people develop the skills and confidence to find their voice and shape the future.

The casual Digital Storyteller will work under the direction of the National Program Manager, and in collaboration with the storytelling and community teams. They will lead a range of digital workshops with students in upper primary and high school, from across Australia. Some of these will be workshops we have already developed – including Haunted Computer, InstaPoetry, The Secret Life of Stuff and The Art of Protest workshops - but they may also occasionally work with the team to develop new and innovative programs responding to students' needs and interests. The National Program Manager and the Storyteller-in-Chief will lead this process, at least initially, but there may be scope for the casual digital storyteller to start developing their own programs. Professional development and support will be provided, if needed. The ideal candidate will be an experienced performer, educator, facilitator or storyteller with a passion for nurturing creativity in young people, and the drive to deliver innovative writing programs that become a benchmark in the field.

They will also be responsible for keeping accurate records of each workshop, including attendance registers for students, and reporting back on all workshops to the digital storytelling team. We are a community-based organisation, so they will also be expected to occasionally engage with diverse members of our community and build strong and respectful relationships.

Programs will be delivered from Story Factory Parramatta. Occasionally, the Digital Storyteller may be asked to run in-person workshops at one of our two centres or at schools and in communities across Sydney and Western Sydney.

Story Factory is a child safe organisation, and the Digital Storyteller will be expected to follow our charters and code of conduct at all times, and be a role model for the Story Factory community in all matters of child safety.

Key Position Priorities and Duties:

The casual Digital Storyteller reports to the National Program Manager and will be responsible for the following *(with the support and supervision of the National Programs Manager and Storyteller-in-Chief)*:

- High quality delivery of Story Factory's (SF's) range of already developed digital creative writing programs, to young people aged 7 to 17 from across Australia and a wide range of backgrounds;
- Keep detailed and up-to-date records of all classes, including lesson plans and rolls to be entered in a timely fashion into SF systems;
- Where necessary, collect, curate and edit student work for publication at the end of each program, and ensure these publications are handed back to students;

- Assist with the refinement and improvement of existing SF digital programs, and occasionally the creation of new programs that respond to students' interests and SF's goals;
- Record and edit digital workshops or engagement material;
- Comply with the guidelines regarding appropriate interactions with children outlined by the NSW Commission for Children and Young People; immediately report any infractions to the Storyteller-in-Chief;
- Develop strong relationships with teachers, parents and community members whenever you are running a workshop;
- Deal with any behavioural problems with students in accordance with SF policies;
- Report on a regular basis to the National Program Manager about the progress of workshops and attend weekly staff and storyteller meetings;
- Ensure compliance with organisational policies and practices;
- Optional participation in staff development and training activities.

Selection Criteria:

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

Essential

1. Experience teaching students in primary and high school settings, community groups and similar out of school settings;
2. Experience in running online workshops and creating digital content;
3. Demonstrated ability to work collaboratively with diverse people in an educational setting;
4. Strong organisational and administrative skills;
5. A gift for storytelling and the ability to nurture creativity in others.

Desirable

1. Experience working with young Indigenous people, people from culturally diverse backgrounds, and students with particular learning and social support needs;
2. Familiarity around recording hardware and editing software.

Forward applications to: Jane Han, on jobs@storyfactory.org.au. Closing date is Monday January 16, 5pm.

For more information, visit www.storyfactory.org.au

OUR COMMITMENT TO DIVERSITY

At Story Factory, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. We know that diversity and inclusion helps us to attract, recruit, engage and retain a team of talented people.

We encourage people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply. Residents of Greater Western Sydney are particularly encouraged to apply.

If you require specific support to apply for this position, please advise the recruiting manager whose contact details are listed in the advertisement. We will work with you to identify the best way to assist you.