



ROMANCE WRITERS OF AUSTRALIA

Position Description – Contest Manager

Position title: Contest Manager

Committee position: Portfolio Holder (Contest)

Volunteer commitment: 5-10 hours per week (approximately)

Reporting to: RWAus Committee

About us

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

About you

In your role as Contest Manager, you'll be thoroughly committed to RWAus' vision. You'll be responsible for liaising with the Committee, providing leadership and support to the contest team, liaising with external stakeholders and answering contest queries and providing support to entrants.

Responsibilities

Committee

- Provide regular Committee reports on the actions undertaken within the Member Services portfolio.
- Be the liaison between the Committee and the Contest team.
- Seek committee approval for funding, substantive changes to contest rules, eligibility, the calendar, anthology themes etc.
- Write reports for committee meetings and submit a short contest report for the AGM.
- Write a monthly column for Hearts Talk.

Contest team

- Represent the Contest team at Committee meetings, including reporting on the duties they carry out as RWA volunteers.
- Train, supervise and provide support to the Contest team.
- Keep procedures documents up to date.
- Ensure all records are uploaded to the contest team drive.
- Ensure all JotForms are prepared before the season starts.
- Liaise with the Judge Coordinator to ensure all Contest Coordinators receive a list of judges before the start of the contest season.
- Liaise with the Anthology Production Manager to ensure the timely production of the anthologies.
- Contest team consists of Contest Coordinators for each contest, Judge Coordinator and

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Anthology Production Manager.

Members and External Stake Holders

- Answer member queries relating to contest.
- Ensure contest results are reported in Hearts Talk magazine and on all social media platforms.
- Liaise with professional organisations to gain professional judges for the necessary contests.
- Work with the Event Manager to prepare the Gala award dinner at the conference.

Goals 2023-2024

- Increase the contest enrolment for all contests by 5%
- Decrease the cost of anthology production.

Skills and experience

- Current financial member of RWA.
- A working knowledge of the organisation's structure.
- Ability to develop strong relationships across the organisation.
- Ability to work to a schedule and meet deadlines.
- Excellent communication, organisational, and interpersonal skills.
- Comfortable with spreadsheet maintenance and using Google+, or the enthusiasm to learn.
- Ability to work with Canva and JotForms, or the enthusiasm to learn.
- Ability to work effectively in collaboration with diverse groups of people.

DOCUMENT CONTROL			
Drafted by:	Jacinta Peachey	Date:	12 June 2023
Approved by:	RWA Committee	Date:	
Amended by:	RWAus President - Louisa West	Date:	14 November 2023
		Date:	
		Date:	