

## **World Writers Collective: Manager of Writing Competitions**

### **Become A Creative Leader**

We are looking for volunteers to join our network of writers as a creative leader and help further our knowledge and expertise and create more benefits for our members. No doubt, you'll learn more about yourself and your writing as well.

As you may have already seen on the website, this is volunteer work, but you will be given 25% of any money created from anyone joining or any current members paying their regular fees regardless of whether you or the website draws in paying people. You can reinvest that money in advertising to draw more people in, or keep some or all of the 25%. The choice is yours. The remaining 75% will go toward paying for the website and paying for competitions, prizes, information and activities.

If an officer creates a post/advertising that results in drawing in new writers for the writing competitions or that writer becomes a paying-member, a manager may offer the officer a portion of their allowance at their discretion.

Are you able to update a WIX website?

If not, you may wish to create your own free WIX website to play around with and become familiar with and see how it works. I find them to be quite simple to alter and add to. Even simpler than using MS WORD.

If you are not familiar with WIX yet, we can work around this and another volunteer can add everything to the website as you need, until you are confident.

### **The main points:**

- Create a paid writing competition (theme, word count, date due, etc.)
- Create a flash fiction submission or competition (your choice).
- Promote the writing competitions (this can be to the whole world, but it would be great if we had a good portion of writers coming from Melbourne - this is so we can have an event after two years and invite Melbourne people to meet each other to promote themselves).
- Update the competition page with fresh information.
- The competitions are open to anyone in the world, as long as their story is in English.
- If we have enough entries then we judge the first-person writers and third-person writers separately. The reason for this is that first-person writers appear to win more often, and I would like to see this evened out.
- Please read over the conditions and rules on the website writing competition page so you are aware of the conditions of entry.
- To promote the writing competitions, the best way is to email writing groups (any you can find online) and inform them of the competition(s), the details, prize, etc. (we often receive these kinds of email requests from other writing groups to promote their writing competitions.)
- The manager will not need to judge the stories. We have a list of people we will introduce you to. We also have a judging sheet etc. You can review it and we discuss changes if you think it may be warranted. The judges will report directly to the manager and will only judge the stories the manager sends them. The manager will have access to the email address for receiving entries.
- Once winners have been decided, we list the top four to six winners on the website and list their stories. .

**What we are looking for**

Friendly, willing to learn, able to work solely and as a team, above average writing ability, can meet deadlines, work ethic, interested in meeting / talking to / informing other creatives.

**Prefer, but not necessary**

Writing qualifications and/or experience in volunteer work or employed as a writer, marketing qualifications or experience, editing qualifications or skills, website management skills, public speaking skills, copywriter experience, content writer experience.

**Location**

You do not have to be located in Melbourne, Australia. This role can be for any English speaking and writing person throughout the world.

If you think of anything or need any assistance, please let me know.

**What to send us**

Please supply a one page or less cover letter, a resume and any work experience you may have in the above field(s). No more than four pages in total please.

Please supply any ideas and thoughts you would have for the first month if you were the website manager. Also, please supply any ideas you would have for other areas of WWC, such as the writing competitions and how you would achieve this.

Due to access to our website as an administrator, we will need personal and employment references to ensure a low security risk.

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