



Workshop Facilitators

Casual, approximately 1 day per fortnight, plus irregular larger projects

Rate: \$50/hour

Anticipated start date: 7th January 2016

About the role:

Did you know about the territorial and villainous Octomonkey? What happened the last time you set out on a Perilous Quest? Who is making all the noise on Level 17? If you have ready answers to these questions and ridiculous ideas about asking more, then join us in Melbourne's most-storied Building and share your love of creativity and ideas with children and young people from diverse backgrounds so they can develop a passion for stories and find joy in their creations.

Working within an existing program, you will deliver workshops to school groups, children, young people and their families in our creative space in Footscray. Reporting to the Program Facilitator, you will be part of a small team with big ideas about delivering social impact in the community. You will also work with a team of dedicated volunteers to help young writers navigate the huge (and sometimes terrifying!) mythical creature that is the creative process. This role requires proven facilitation and storytelling skills.

You will be responsible for:

- Delivery of existing programs
- Contribution to the design of new content and programming.

To be successful in this role, you will have:

- A background in arts program facilitation and development using a range of art forms and mediums, including narrative storytelling. Experience in performing arts is highly desirable.
- Experience in engaging children and young people in creative literacy programs, particularly children and young people from culturally, linguistically and socially diverse backgrounds.
- High-level verbal and written communication skills.
- Creative approach to opportunities and issues.

About 100 Story Building:

100 Story Building is a centre for young writers in Footscray. In our very tall (or very deep?) building, we deliver creative storytelling workshops for schools, families and young people to support them in a love of reading and writing. Our mission is to provide opportunities for the most marginalised children and young people in our community to build the literacy skills, confidence and sense of belonging that are fundamental to future success.



How to apply:

Your application should include a CV listing relevant experience, and a 3-minute video response that shows us your strengths as a storyteller. We have no interest in video production skills, we just have an interest in you at work as a storyteller and facilitator.

In your video, we would like to see you do the following activities:

- Pick two different animals. Draw on a piece of paper a new animal with the head of one and the body of the other. We're not after beautiful pictures, we're after funny, possibly ridiculous pictures, and your response to them.
- Read aloud a short passage from a book of your choice. The more dialogue with different character voices, the better.
- Tell us about a bad idea you had when you were a child. Our CEO tried to shave using toothpaste as shaving cream. Our Program Facilitator thought it would be clever to cut his own hair. Neither of these events turned out well.

Download a position description [here](#) and call (03) 9044 8215 if you'd like to talk to us. Email your application to info@100storybuilding.org.au.

Our programs aim to support children and young people from diverse backgrounds. To reflect this, we encourage people from culturally and linguistically diverse and Indigenous backgrounds to apply.

Applications close Sunday 29 November. Only shortlisted applicants will be contacted.



Position Description: Workshop Facilitator

Position title	Workshop Facilitator
Employment status	Casual
Location	92 Nicholson St, Footscray 3011
Hours	Casual, approximately 1 day per fortnight, plus irregular larger projects
Position reports to	Program Facilitator
Direct reports	Workshop Volunteers
Salary range	Rate: \$50/hour

Role Purpose

100 Story Building is a social enterprise and centre for young writers. We provide creative writing programs for young people (aged 6 to 17) in the western suburbs of Melbourne. Our mission is to provide opportunities for the most marginalised children and young people in our community to build the literacy skills, confidence and sense of belonging that are fundamental to future success.

The Workshop Facilitator is responsible for delivery and evaluation of existing programs, working with teachers and group leaders within the workshop and will assist in the design and development of new programs.

Key responsibilities

Deliver and evaluate workshops within existing creative writing programs.

- Tailor and adapt existing programs to meet the specific needs of teachers, schools and the curriculum
- Facilitate workshops using a range of techniques, including storytelling, to engage student groups and support development of their creative process
- Help administer the evaluation of programs including documentation of workshop statistics and reporting.

Support design and development of new programs.

- Assist in identifying needs for new programs and develop new content, materials, approaches, etc. in consultation with the Program Facilitator.
- Help liaise with teachers to raise awareness of new programs that may be relevant to their requirements

Liaise with teachers from existing partner schools to support program bookings.

- Help liaise with teachers to adapt programs to support the curriculum and identify gaps for new program development

Liaise with workshop volunteers assisting with programs.

- Support, coach and develop volunteers to assist with the delivery of programs

Key Selection Criteria

Qualifications & Background

A background in arts facilitation with experience using a range of art forms, including storytelling, to engage and collaborate with diverse student groups, including those in which there may be social, cultural, language or environmental issues to be considered. Previous experience in both facilitation and delivery of creative projects is required. The capacity to work alongside teachers is essential.

Skills & Attributes

- **Workshop Facilitation:** Extensive experience in delivering engaging creative arts programs for children and young people.
- **Communication:** Capacity to engage students in the creative writing process, including those from backgrounds other than English; high level verbal and written communication skills, to be the workshop 'face' of the organisation and to manage volunteer support and interaction during the workshop.
- **Program Development:** Capacity to adapt programs to suit group and individual participant needs.
- **Administration:** Ability to communicate and coordinate scheduling availability and demands, feedback workshop data and communicate effectively with the team.

Personal Qualities

- **Creative:** Responds to opportunities and ideas with a creative approach
- **Uninhibited:** Confidently models creative risk-taking to students
- **Flexibility:** Adapts to changes in the environment to effectively meet new challenges
- **Initiative and Accountability:** Takes responsibility for actions and proactively addresses issues and implements effective plans.
- **Self-motivated, team oriented:** Works independently as well as part of a team. Larger projects may include some weekend or after hours work.

Important Information

Staff and volunteers of 100 Story Building are required to demonstrate a commitment to supporting students aged 6-18 with creative and expository writing skills and to helping teachers inspire their students to write. The fostering of a safe and inclusive workplace based on tolerance and community participation is the responsibility of all staff. Appointment to 100 Story Building is subject to reference checks, a Working with Children Check and a Criminal Record Check.