

## SAMAG Writer Position Description

### Position Summary

The position of SAMAG Writer is envisaged as an opportunity for an **emerging arts writer/journalist** to gain experience and develop material for their portfolio. The role is responsible for producing a summary article following each of SAMAG's monthly seminars.

### About SAMAG

SAMAG is a not-for-profit organisation. Our aim is to raise awareness of current arts issues and provide arts managers and workers with regular professional development opportunities. This is achieved through the presentation of monthly seminars by various arts workers and other professionals. Seminars cover a range of topics and provide a forum for arts managers and practitioners to meet, share information, and network. SAMAG is funded by Arts NSW, the City of Sydney and supported by the Australia Council for the Arts. A voluntary Committee manages all of SAMAG's activities. The 13 members of this Committee represent varying interests in the arts including performing arts, regional arts, music, film, visual arts, dance, sponsorship, and funding bodies. For more information, please visit [www.samag.org](http://www.samag.org)

### Responsibilities

The successful applicant will be responsible for attending each SAMAG seminar and producing a summary article. Summaries are neither editorials nor complete transcripts of the seminar but instead provide a synopsis of the event for those who are either unable to attend or would like a hard-copy for future reference. Seminar summaries average approximately 1600 words, although this is dependant on the number of speakers involved in each seminar.

Articles must be produced within 10 days of the event.

### Seminars

Seminars are generally held on the last Monday of the month at the Australia Council for the Arts between 6pm and 8pm.

### Publication

Following approval from the SAMAG Committee, each article will be published on the SAMAG website ([www.samag.org](http://www.samag.org)) and appropriate author acknowledgement will be made. SAMAG will seek publication approval should we receive requests to publish the articles on related arts websites and publications. While SAMAG encourages the successful applicant to seek further publication of these summaries, the Committee must provide approval before such negotiations begin.

### Payment

In light of SAMAG's not-for-profit status, an honorarium of \$150 will be paid for each article. SAMAG will also reimburse all appropriate out-of-pocket expenses relevant to the production of each seminar article. An invoice and copy of receipts for expenses must accompany each article.

### Applications or Queries

Please submit the following documentation to: SAMAG Coordinator, Janelle Prescott by 5pm Thursday 9 February 2012. Documentation to include: a cover letter expressing your interest; a brief CV and 2-3 samples of writing. Support material should be attached to the application and not provided as a link.

A shortlist of applicants will then be invited to attend the Seminar on Monday 5 March (commencing 6pm) and prepare a summary article of the presentation. This written exercise will take the place of a formal interview. The summary should be completed no later than Thursday 15 March, and a final decision will be made by COB Thursday 22 March. The initial appointment is subject to a 3-month probationary period.