

## Job Description

**JOB TITLE: Artistic Curator for the Port Townsend Writers Conference**

**JOB STATUS: Contracted up to 3 years, subject to annual review**

**REPORTS TO: Program Manager**

### Overview

The Artistic Curator for the Port Townsend Writers Conference is a nationally or internationally recognized author, widely respected as a leader in their field. The Artistic Curator sets the artistic tone for the PTWC and works closely and collaboratively with Centrum's Program Manager for Writing to design a vibrant and cohesive conference each year. Centrum's artistic staff are selected to add value, reach, perspective, and connections to that of its program administrators. Ideal candidates will have a strong track record of collaboration and programming experience with a focus on creating public value. Through inter-generational immersive workshops, Centrum brings together aspiring and master artists to ignite creativity, find and provide mentorship, and build community. These have been hallmarks of the PTWC since its origin in 1974.

### Essential Functions

- Work collaboratively with the Program Manager for Writing to design and implement programming, including the identification and recruitment of teaching faculty and annual themes for the Port Townsend Writers Conference.
- Take lead role in proposing workshop faculty and performers and shaping curriculum. Work closely with Program Manager to determine number and type of faculty needed.
- Confer closely with Program Manager to work within budget and logistical constraints. Must be committed to working within the confines of the budget as finalized by Program Manager and Centrum's Executive Director.
- Work closely with Program Manager to design the workshop schedule.
- Develop and maintain industry relations and participate in community cultivation within program area and identify potential funding sources for program area.
- Participate in selective fundraising activities as they pertain to the PTWC throughout the year.
- Be available for consultation and advice throughout the year regarding the integration of writing programs within the larger context of Centrum's offerings.
- Participate in marketing activities throughout the year such as podcasts or author interviews.

## **Qualifications**

- Recent publication of culturally significant, and/or nationally or internationally recognized work or an extensive publishing history (10+ years)
- A current leader in a national or international literary conversation
- Extensive teaching experience (academic or otherwise)
- Extensive knowledge of industry
- A deep-rooted love of literature and devotion to the support of development of authors of all ages
- A passion for the arts across disciplines and a strong commitment to supporting emerging individuals
- Equal respect of authors and participants alike, donors, sponsors, and other professional colleagues
- Proven ability to work collaboratively with others
- Must be willing and able to work weekends and evenings when needed
- Some travel required
- Successful completion of a background check

## **ABOUT THE PORT TOWNSEND WRITERS CONFERENCE**

Since 1974, the Port Townsend Writers Conference has been at the wild heart of the thriving Pacific Northwest literary community. With a focus on our resilient community and rigorous attention to craft, the PTWC offers five full days of morning intensives, afternoon workshops, craft lectures, panels, guided free-writes, community forums, open mics, and a series of vibrant readings by contemporary authors. Select events are available online to anyone 18 years and older, anywhere in the world. A list of past faculty members can be found here: <https://centrum.org/writing-at-centrum/> .