Australia Reads

Title: LitUp Coordinator

Closing date: 30 November 2026

Mission of the organisation

Australia Reads is on a mission to Increase reading rates in Australia, and get more Australians reading more books, more often.

Purpose of the position

LitUp is a live literature initiative, providing opportunities for regional Australian schools and communities to host events with authors and illustrators.

The LitUp Coordinator is responsible for coordinating the delivery of the LitUp program for Australia Reads, supporting participating communities to collaboratively deliver a series of author events in their local area.

The role will work closely with the LitUp Program Manager to ensure successful delivery of LitUp, with smooth project management and supportive relationships with LitUp participants.

Job responsibilities

Program coordination

Support the Program Manager to deliver key phases of the program, including:

- Expressions of Interest for new rounds of the program
- Shortlisting of applicants
- Matching applicants with potential partners
- Onboarding new participants
- Liaising with the program Advisory Panel

Participant support

Support successful participants throughout the program, including:

- Manage regular communications with all participants
- Manage budgeting and event planning queries from participants
- Support participants through the author/illustrator selection process
- Provide timely responses to participant inquiries

Project management and reporting

- Prepare and manage project timelines and deadlines
- Track and document the progress of participants
- Track the project budget and invoices
- Provide updates and reports on the project to senior management

Resource coordination

- Manage ordering and delivery of book packs
- Update online resources for participants, including the Padlet and Directory

Additional

- Demonstrate ongoing commitment to Australia Reads policies and procedures.
- Undertake other duties reasonably requested by your direct supervisor or senior management.

External Stakeholders

Schools, public libraries, bookshops, authors & illustrators, speakers agencies, publicists and publishing companies, media, festival and event organisers.

Requirements

Essential:

- Demonstrated experience in delivering successful events with schools and public libraries.
- A track record of working with authors, with strong knowledge of contemporary Australian children's authors and illustrators.

- Experience in supporting others, including colleagues and partners, to deliver in-person events.
- Project management experience, producing project plans with clearly defined timelines and milestones.
- Exceptional communication and interpersonal skills, with proven ability to collaborate with a range of stakeholders.
- Willingness and ability to work outside of ordinary hours on occasion, as required by the project.
- Tertiary qualifications in a relevant field, or equivalent experience gained in the Australian literary or educational sectors.

Desirable:

- Experience working with regional and remote communities.

Employment details

- $70-80k pro rata, 0.5-0.6FTE (2.5-3 days per week) plus statutory super
- Fixed term for 12 months, potential to extend
- Remote work (WFH)

Australia Reads supports flexible working arrangements wherever possible. The role may be carried out across a mix of full and half days, in a combination agreed with Australia Reads.

This is a remote (WFH) role, and candidates can be based in any Australian State or Territory. Candidates must have working rights in Australia, and either permanent residency or Australian citizenship.

Candidates must have a valid Working With Children check prior to commencement of the role.

References

Please include details of two referees. Only referees of shortlisted candidates will be contacted, and candidates will be notified before referees are approached.

How to apply

Please send a short (2 page maximum) covering letter and CV to: anna.burkey@australiareads.org.au with the subject line: 'Application for LitUp Coordinator'.

Applications close at 12noon on **Monday 30 November 2026**.