



SPEAKING OUT

## Head of Agency – Speaker Bookings

Speaking Out Agency | Fitzroy | Part-Time (0.6–0.8 FTE)

*Speaking Out* is a boutique Australian speakers agency based in the heart of Fitzroy, dedicated to promoting social justice, personal development, and empowerment. We represent authors, journalists, social commentators, and advocates across gender equity, diversity, business, and technology — collaborating with a diverse roster of renowned speakers to inspire positive change through conversation and new ideas. We are a sister agency to the well established *Booked Out Agency*.

Our clients range from councils and corporations to festivals and NGOs, with strong ties to the publishing industry. Find out more at [speakingout.com.au](http://speakingout.com.au)

### About the Role

After eight rewarding years, our current coordinator is moving on — creating an exciting opportunity to lead an established agency with a strong reputation in social justice speaking engagements.

As Head of Agency, you will liaise with clients and speakers to negotiate the details of each engagement — dates, venues, schedules, fees, and logistics. You'll take direct ownership of high-level bookings while also supporting business development, including assisting the Director with marketing strategy and implementation.

This is a permanent, part-time salaried role.

### What You'll Be Doing

- Managing high-level client and speaker relationships with professionalism and diplomacy
- Negotiating and coordinating engagement details across phone and email
- Overseeing schedules, logistics, and administration
- Contributing to marketing and business development activities alongside the Director
- Establishing and maintaining social media presence and creating newsletters

### Who You Are

- An energetic, self-motivated leader who thrives in a busy environment
- Highly organised, with the ability to multitask and meet deadlines under pressure
- An exceptional communicator — warm, diplomatic, and discreet
- Passionate about social justice, the arts, and Australian cultural life
- Experienced in administration, ideally within arts, media, or a similar industry
- Comfortable working both independently and as part of a close-knit team
- Familiarity with marketing, social media and communications
- Familiarity with Xero is a plus

### Why Join Us

- Flexible working hours — shape your schedule around your life
- Vibrant Fitzroy office plus flexibility to work from home on certain days
- Meaningful work — connect forward-thinking speakers with audiences eager for change
- Established agency — step into a well-respected role with a strong foundation
- Potential to develop into a larger role in the company

**Selection Criteria:**

1. Proven administration and organisational skills, with the ability to multitask, prioritise, and deliver to deadlines.
2. High-level verbal, written, and interpersonal communication skills, with the ability to engage a range of stakeholders professionally and with discretion.
3. Demonstrated initiative and ability to work independently as well as collaboratively within a small team.
4. Knowledge of and genuine interest in the Australian cultural landscape — including the arts, media, and literary industries.
5. Experience with social media marketing including Canva and EDMs desirable.

*The position is based in Fitzroy with an immediate start.*

**How to Apply**

Send your CV, and a cover letter outlining what appeals to you about the role and how you are suitable for this position to [bookings@speakingout.com.au](mailto:bookings@speakingout.com.au)