SYDNEY WRITERS' FESTIVAL 2025

EVENT MANAGEMENT (PROGRAM & LOGISTICS) INTERNSHIP

To apply for this internship, please complete the online application form with a .pdf copy of your resume and cover letter, ensuring that you address how your skills and previous experience relate to the role.

Applications close 5pm, Friday 29 November 2024.

About the Internship

About Sydney Writers' Festival
Sydney Writers' Festival is one of the world's largest celebrations of literature and ideas. For one week each May we present over 200 events (many of them free to the public) and attract attendances of over 80,000 in venues from the Festival hub at Carriageworks and across Sydney. We bring together authors of the very best contemporary fiction and writers of cutting-edge nonfiction, including some of the world's leading public intellectuals, scientists and journalists. The next Festival will be held 19-25 May 2025.

Programming Internship Role and Responsibilities
The Programming Intern will work within the Artistic Programming team, supporting the administration, communications, project management and logistics for 200+ events and 300+ authors/speakers. They will have the opportunity to work with the Festival Producer, Artistic Director, Children & Young Adult Program Manager, Programming Coordinator and Travel & Logistics Coordinator. This role is best suited to someone with professional and effective communication skills, high-level of attention to detail, a positive collaborative attitude and an ability to juggle competing priorities in a fast-paced environment.

This role will suit students from Arts & Humanities, Events Management, and more. Please note – Programming in this context refers to artistic programming and event curation, not IT programming.

The Programming Internship will commence in the first week of February and finishes in the last week of May. There is a total commitment of 10-12 weeks at 8-10 hours per week, with an additional 25-30 hours required over the Festival week (19-25 May 2025). Exact dates worked will be negotiated depending on Festival workload and intern availability. **Intern availability for one day per week is essential from 3 February to 3 March, and again from 28 April to 26 May.** The total commitment for this internship is estimated at **125-45 hours**.

Role Responsibilities

The Programming Intern will assist with:
- Collecting and sorting data for Festival information relating to programmed events, Festival participants, and logistics information (travel, accommodation, transfers).
- Proofing the 2025 Festival program ahead of its launch.
- Building Programming reports to distribute to internal departments and external stakeholders.
- Coordinating events within the In Your Neighbourhood suburban and regional program.
- Organising the Book Order for the Festival.
- Supporting the programming team to organise and proofread schedules and other documentation for the speakers and facilitators of the Festival.
- Packing and distributing participant welcome packs in the lead up to the Festival.
- Assisting the Programming team onsite at the Festival during the week of 19–25 May.

Key Learning Opportunities

1. **Event and data management** – wrangling a large amount of event and participant data for the smooth delivery of a large-scale events program, and for data manipulation and reporting in Microsoft Excel.
2. **Complex event logistics** – working with complex schedules for the overall Festival program and individual participant schedules, including hundreds of events, flights, accommodation and ground transport bookings.
3. **Artist care and stakeholder communications** – maintaining effective, efficient and professional communications with important stakeholders internally and externally and understanding the fundamentals of artist liaison.
4. **Writing, editing and reporting skills** – including editing and proofreading documents and copy, reading for content and clarity, and generating comprehensive reports.

Key Dates

Following are core Festival and department milestones, some which may require availability beyond office hours in the evenings or weekends. Updates to the below dates, plus any additional dates specific to your role, will be provided at the interview stage.

29 Nov 2024	Sydney Writers' Festival Internship Applications close
2–13 Dec 2024	Review applications and shortlisted candidates interviewed
16 Dec 2024	Advise all shortlisted candidates of final outcomes
3 Feb 2025	Internship commences
3 May 2025	SWF Orientation Day (for volunteers, interns, crew)
19-25 May 2025	Sydney Writers' Festival