

PODCASTING INTERNSHIP

To apply for this internship, complete the [online application form](#). Please ensure that you address how your skills and experience relate to the role, and availability over Key Dates.

Applications close midnight, Friday 26 April 2024.

About the Internship

The Sydney Writers' Festival 2024 Podcasting Interns will undertake a variety of practical activities directly contributing to audio-media needs of the festival. Reporting to the Festival Broadcast Recording Engineer, Interns will learn about live event audio capture, data transfer and file management workflows, basic Digital Audio Workstation editing, and help facilitate the smooth administration of all recorded events over the festival's key dates (20 - 26 May 2024).

The Podcasting Interns would benefit from having effective and confident communications skills, the ability to maintain a high level of focus for an extended duration, fastidious organisational skills, interest in podcasting or audio technology, and a desire to learn. Previous experience is not required, nor a background in a specific degree. This internship is not for course credit and applications are vocational.

The Podcasting Interns will commence their time at the festival with a team briefing session, and then continue with 4–5 half-day shifts between Monday 20 to Sunday 26 May 2024. This a commitment of approximately 25 hours.

Role Responsibilities

The Podcasting Interns will assist with:

- Recording audio
- Editing audio
- Maintaining the integrity of the data and its management
- Working within computer networking systems
- Running errands as appropriate to support the Festival Broadcast Recording Engineer

Key Learning Areas

- Basic operation of audio editing software
- Basic operation of audio recording software

- Basic data management of audio files
- Insight into Festival Event Production and Operations

Key Dates

Following are core festival 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.

APR 26	Sydney Writers' Festival Internship Applications close
APR 29 – 30	Review applications
MAY 1 – 10	Interview shortlisted candidates
MAY 16 – 18	Internship team briefing (TBC exact date)
MAY 20 – 26	Internship week at Carriageworks
MAY 23	Opening Night Address
MAY 30	Feedback survey for all interns
MID-JUNE	Volunteers & Crew wrap party (TBC exact date)