



Sydney Writers' Festival Ltd
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Sydney Writers' Festival

Role Title: Volunteers & Internships Coordinator

Reports to: Director of Production and Operations

Salary Range: Competitive

Terms: 6-month part time fixed-term contract

Sydney Writers' Festival encourages applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities.

About Sydney Writers' Festival

Sydney Writers' Festival is one of the world's leading and most beloved literary institutions. It is a place for readers, writers and thinkers to share ideas, tell stories and celebrate literature.

Since our first Festival in 1997, we have brought thousands of diverse writers and thinkers from Australia and around the globe together in Sydney. In the company of the world's best novelists, poets, journalists, public intellectuals, economists, politicians, podcasters and scientists, we've discussed some of the most pressing issues of our times. We've celebrated prize-winning authors, long-awaited novels from writers at the height of their careers and introduced debut authors to eager and enthusiastic new audiences.

Readers and writers have exchanged thoughts and opinions, perspectives and philosophies, creating a powerful community based on radical dialogue and respectful debate. The drumbeat of questioning that thrums underneath the Festival is powerful and enlivens Australia's democratic tradition.

About this role

Reporting to the Volunteers & Internships Manager and working closely with the Volunteers Team, this role is responsible for coordinating recruitment, onboarding and program delivery for 300 volunteers and interns at the Festival.

Responsibilities

Volunteer and Internship Management

- Coordinate the application and recruitment process for 300+ volunteers and interns, collaborating with universities, partners and online platforms to advertise roles.
- Coordinate the onboarding and supervision process for interns, overseeing applications, timesheets, feedback and reporting.
- Assist with designing and allocating volunteer shift rosters, updating availability and assigning volunteers for pre- and post-Festival tasks.
- Organise supervisor training sessions, prepare presentations, coordinate delivery of orientation training for volunteers, including follow-up briefings for those unable to attend.
- Oversee volunteers during pre- and post-Festival tasks and support Volunteer Supervisors in managing team performance during the festival.
- Enrol volunteers in additional engagement opportunities, including all year-round events, program launches, free events, the post-Festival wrap party, and out-of-season tasks to foster ongoing community engagement.

Training, Support, and Communication

- Assist with planning and delivering training sessions, orientation days and information resources for volunteers and supervisors.
- Maintain regular communication with volunteers and interns, track roster confirmations and create and update a database of contacts.
- Collaborate with the Volunteer Manager and Volunteers Management Team during the festival to ensure smooth operations and positive volunteer engagement.
- Collect feedback from volunteers and interns, compile demographic and performance data, and prepare a final report with recommendations for future events.

Documentation, Compliance, and Event Coordination

- Oversee the preparation of accreditation documents, including Working with Children Checks and lanyards.
- Assist with the logistics and operational coordination during the festival, ensuring volunteer engagement is effectively managed.
- Ensure that work is carried out in a safe and appropriate manner and adhere to all WH&S Policy and procedures.

Selection Criteria

Key Selection

- A minimum of two years of event management experience is required, proven ability to work effectively in a high-pressure environment.
- The role requires an experienced team coordinator with strong administrative and data management skills.
- Experience conducting training sessions and preparing briefing materials.
- Demonstrated experience working collaboratively within small and large team environments.
- Experience working with volunteers in a fast-moving environment.

Essential Knowledge, Abilities and Skills

- Exceptional time management skills.
- Highly developed interpersonal and communication skills, who is a friendly, proactive and positive team player.

- Demonstrated experience using Microsoft Office and or other database systems.
- Proven ability showing initiative, positivity, collaboration, working calmly under pressure and attention to detail.

How to apply

To apply for this role, please send your resume and a cover letter demonstrating how you meet the selection criteria. Applications should be addressed to Director of Production and Operations, Tristan Taylor and be sent to jobs@swf.org.au.

Please include three (3) references that include a current manager/supervisor. Please note: Referees will only be contacted after prior consultation with the candidate.

Applications close at 5pm on Friday 14 November 2025.

Candidates are encouraged to send in their applications as soon as possible.

If you have any questions prior to applying, please direct them to jobs@swf.org.au.