

Sydney Writers' Festival

Role Title: Project Manager, Education – Russ the Story Bus
Reports to: Head of Production and Operations
Salary Range: \$85K – \$95K (depending on experience) paid pro-rata
Terms: Fixed-Term Contract, July–December 2024

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, Russ the Story Bus

Sydney Writers' Festival is one of the world's leading and most beloved literary institutions.

Each year, Russ the Story Bus visits over 8,000 children in Western Sydney and regional NSW. Russ the Story Bus has been visiting schools since 2014.

As part of a Russ the Story Bus visit, students can:

- talk to the visiting children's book author or illustrator
- discuss their favourite books with Festival staff and volunteers
- choose a brand-new book to take home and keep forever from the shelves inside Russ the Story Bus.

Students will also enjoy taking part in an interactive talk presented by a children's book author or illustrator. The speaker will share their love of books, discuss their craft, answer questions, and inspire children to think creatively about reading, writing and storytelling.

About this role

Reporting to the Head of Production and Operations, the Project Manager oversees the planning, execution, and completion of the Russ the Story Bus touring project that in 2024 will travel to Primary schools throughout Western Sydney. The Project Manager is responsible for planning, organising, and scheduling the tour, ensuring that the project is delivered within the specified time and budget constraints. This role has oversight of the project and operational management of Russ the Story Bus, including working in collaboration with the Program Manager, acting as a point of contact and provider of information to the schools, service providers and relevant authors, Sydney Writers' Festival staff and contractors.

Responsibilities

The responsibilities of the role are:

Pre-production:

- Working in collaboration with the Program Manager, this role will develop and manage the touring itinerary for the 2024 tour. This involves conducting research on schools, reaching out to schools, securing bookings, and responding to inquiries.
- Developing and managing the budget for the tour to ensure expenses align with estimated costs.
- Coordinating with schools to gather logistical, technological, and operational requirements, thereby ensuring that visits are well-organised and executed smoothly.
- Preparing and overseeing various elements such as the tour schedule, production schedule, event contact lists, daily reporting, petty cash management, travel routes, planning documents, and insurance.
- Developing and managing a comprehensive risk assessment that responds to and addresses the 2024 touring schedule.
- Preparing the bus for tour: cleaning, mechanics and ensuring relevant insurance and roadworthy certification are obtained.
- Booking all participant accommodation and travel.
- Liaising with confirmed tour participants in the lead-up to their tour week, ensuring a high level of care and attention is given.
- Work with the Development and fundraising teams to schedule site visits with sponsors and funders.

Tour delivery:

- This role is responsible for managing the successful delivery of the tour, including staff liaison, location of the bus, setting up portable marquees, and managing the class bus visit timetable throughout the day
- coordinating the logistics of daily school events.
- Work collaboratively with Sydney Writers' Festival Marketing and digital teams to ensure Russ the Story Bus content is being shared through the organisation's media channels.
- Complete a daily end of day report for the Head of Production and Operations.
- Provide authors with an event briefing and ensure each event runs on time and according to the schedule.
- Managing the inventory of book stock throughout the tour ensuring sufficient supplies.

Post-tour:

- Send all participating schools a wrap-up email and feedback form.
- Provide a thorough budget reconciliation.
- A comprehensive touring report detailing strengths, challenges, achievements, and learnings.

General:

- Ensure that all work is carried out in a safe and appropriate manner.
- Any other duties as agreed with the Head of Production and Operations and/or CEO

Selection Criteria

Essential requirements and Criteria for the role:

- Minimum 3 years' experience in a similar role with demonstrated experience in managing touring logistics, schedules and budgets.
- Superior organisational skills to manage project resources, schedules, budgets, and priorities efficiently, while also handling multiple tasks and responsibilities simultaneously.
- Exceptional problem-solving abilities, coupled with strong practical judgment to be able to identify, analyse and resolve issues and risks throughout the project tour .
- Excellent communication skills, both verbal and written, to convey project objectives, challenges and learnings, and progress to stakeholders at all levels, as well as to facilitate effective collaboration within the Sydney Writers' Festival team.
- Current, Full and Valid Australian Driver's license.
- Current NSW Working with Children Check for paid work .

How to apply

Applications should be addressed to Tristan Taylor – Head of Production and Operations and be sent to jobs@swf.org.au.

Applications must include:

- A current resume
- Covering letter (no more than two pages), including an outline of your interest in the role, addressing how your experience prepares you for the responsibilities required and how you align with the selection criteria
- Three (3) references that includes a current manager/supervisor

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

Applications close: Friday May 17 at 5pm

Candidates will be shortlisted for interview week commencing Monday 27 May

Interviews will take place w/c Monday 10 June