

## FESTIVAL EVENT MANAGEMENT (PRODUCTION & OPERATIONS) INTERNSHIP

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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 5pm, Friday 29 November 2024.

### About the Internship

The Festival Event Management Intern will undertake a variety of practical technical and organisational activities directly contributing to the production and operational requirements of the Sydney Writers' Festival, 2025. The position will report directly to the Head of Production and Operations and will be engaged with the production and operations team in the build and presentation phases of the festival.

The role is suited to an enthusiastic and energetic individual interested in learning the skills and systems required to stage large scale public events. It is ideal for students undertaking an event management degree or participating in extra circular activities with a focus on live events.

The **Festival Event Management (Production and Operations) Internship will commence 3 March and finish on 30 May**, with exact dates to be negotiated around intern availability. The total commitment will equate to approximately **160 hours** over 13 weeks, at 10 hours per week with an additional 30 hours across the week of the Festival. Weekly hours can be delivered as a combination of office attendance, work from home and being on site for Sydney Writers' Festival events. During the week of the Festival, the Intern will have the chance to put their learning into practice, as well as the opportunity to witness the results of their work.

### Role Responsibilities

The Event Management Intern (Production and Operations) will assist with the following:

- Design, production and installation of onsite Activations for the 2025 Festival
- Coordination of Festival accreditation and access
- Logistics, timeline and scheduling of the Festival activities
- Data entry and maintenance of production records
- Development and updating the Crew Online Communication site

- Event catering and delivery of Green Room requirements for artists at all venues and events
- Providing general assistance for organisational and production elements across all festival requirements
- Other duties which are suited to the role as required

## Key Learning Opportunities

- **High level data-management**, including working with project management systems, updating the production database and working with complex schedules
- **Logistics**, including organising catering delivery, the delivery of stock and furniture onsite, and the overall timeline of the festival
- **In-person training and leadership**, working as part of a team of around 50 experienced staff and 300 volunteers
- **Event management skills**, including event set-up and pack-down, communication practices, supporting a team and juggling multiple priorities
- **Post-event reporting**, including summarising, analysing and evaluating data, and handover practices

## 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.

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 March 2025	Internship commences
3 May 2025	SWF Orientation Day (for volunteers, interns, crew)
19–25 May 2025	Sydney Writers' Festival