

Sydney Writers' Festival

Role Title: Executive and Operations Coordinator
Reports to: Chief Executive Officer
Salary range: \$80k per annum plus superannuation
Terms: Full-time

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

The Executive and Operations Coordinator is a central role in the efficient day-to-day operation of Sydney Writers' Festival, providing high-level support to the Chief Executive Officer (CEO) and ensuring internal systems, policies, and processes run smoothly and effectively.

This is a hands-on, detail-driven position suited to a hard-working individual with a strong and ambitious work ethic. It demands exceptional organisational skills, sound judgement, discretion and a proactive mindset. Working closely with the CEO and the Director of Production and Operations, the successful candidate will play a key role in maintaining a professional, responsive and high-functioning workplace.

Responsibilities

Executive support

- Provide comprehensive executive assistance to the CEO, including calendar and inbox management, travel coordination, meeting preparation and stakeholder liaison.
- Manage communications on behalf of the CEO, including drafting correspondence and compiling briefing materials and reports.
- Support task and deadline management across strategic projects.
- Coordinate Board and governance support, including the preparation and distribution of papers.

Systems and operational support

- Support financial administration tasks such as audit coordination, petty cash management, credit card applications and statutory reporting (e.g. ACNC).
- Oversee internal systems, processes, and policy implementation, ensuring they are clear, up-to-date and consistently applied across the organisation.
- Manage and maintain IT infrastructure and physical devices in collaboration with external IT support providers, including phones, computers, servers and printers.
- Act as the primary liaison between the organisation and IT support services, facilitating timely issue resolution, coordinating system upgrades or changes as needed and coordinate relevant staff training.
- Coordinate onboarding and offboarding of staff, including information systems setup, inductions and access to policies and procedures.
- Maintain central organisational registers (e.g. WH&S, contracts, employees) and manage sensitive or confidential records.
- Oversee office supplies, equipment, and shared resources to ensure a well-resourced and organised workplace.
- Organise internal meetings and staff events, including catering and AV requirements.
- Manage facilities within Sydney Writers' Festival's heritage-listed building, ensuring it remains safe, functional, and well-maintained, and liaising with building management and external contractors as required.

Selection Criteria

Essential

- Minimum 3–5 years' experience in an executive support, systems coordination or office management role.
- Demonstrated experience in managing systems, processes and operations in a fast-paced and professional environment.
- High-level proficiency in Microsoft 365 and SharePoint; experience across Mac and Windows platforms.
- Proven ability to support senior executives and/or Boards, including preparing agendas.
- Excellent written and verbal communication skills.
- Strong time management and organisational abilities, with a high level of accuracy and attention to detail.
- Discretion, professionalism and a calm, solutions-focused approach.

- Strong interpersonal skills with the ability to work collaboratively and manage internal and external relationships.

Desirable

- Demonstrated experience with financial administration, such as basic reconciliations or supporting audits
- High level of proficiency with technology and software applications, with a solid understanding of how digital tools can enhance efficiency in a fast-paced work environment.
- Familiarity with FileMaker is highly regarded
- Background working in a festival, not-for-profit or arts organisation
- Prior experience supporting governance functions or a Company Secretary

How to apply

Applications should be addressed to Brooke Webb, CEO, and be sent to jobs@swf.org.au. **Applications close at 5pm on Monday 4 August.**

Early applications are encouraged, as we may proceed with an appointment once a suitable candidate is identified.

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. Please note: Referees will be contacted after prior consultation with the candidate.