

PARTNERSHIPS AND DEVELOPMENT 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 5pm, Friday 29 November 2024

About the Internship

The 2025 Sydney Writers' Festival Partnerships and Development Intern will undertake a variety of practical activities designed to facilitate learning and contribute to the development and fundraising requirements of the Festival. Reporting directly to the Head of Development, the Intern will assist with distributing promotional material used in the lead-up to the Festival, preparing schedules, reviewing contracts, tracking sponsor benefits and assisting the Head of Development in preparation for philanthropic private events. During the Festival, the Intern will help coordinate scheduling and delivery of sponsor branding and VIP seating at Festival sessions and play a key role in all Development private events. It is important that the intern has flexible availability during the Festival week Monday 19 May–Sunday 25 May 2025.

The Partnerships and Development Intern will benefit from skills or interest in the following areas: Familiarity with MS Office, Excel, Adobe InDesign, Tessitura and a fastidious nature of reviewing contracts. The ability to navigate a range of stakeholder relationships, including being able to confidently engage in conversation with philanthropic patrons, sponsors, staff and guests. Having an organised work manner with a range of administrative skills, such as arranging schedules, phoning suppliers and proofing documents. Event management skills which include the behind-the-scenes logistics and forward-facing hosting and hospitality. Lastly, being comfortable with the physical component of the work, such as moving stock and carrying banners.

This role is ideal for students undertaking a Business, Communications & Media, Creative Industries, or Law degree. After the internship, the successful candidate will have a foundational understanding of how fundraising supports an arts organisation.

The **Partnerships and Development Internship will be required from 10 March to 31 May**, with exact dates to be negotiated around intern availability. The total commitment will equate to approximately **150 hours** over 13 weeks, at 10 hours per week with an additional 20 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 SWF 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 hard work.

Role Responsibilities

The Partnerships and Development Intern will assist with the following:

- Preparing welcome packs and gift bags for Festival guests and volunteers
- Updating the Festival database with current contract details and requirements
- Reviewing contracts and logging benefits
- Working with the Development team to deliver contracted sponsor benefits
- Preparing and updating the Festival Sponsorship Schedule
- Supplying event screens, banners, and reserved seating for sponsor branded events
- Supporting the Head of Development as needed across private philanthropic events
- Updating RSVP guest lists for events
- Delivering current research on event guests and prospective patrons
- Monitoring alcohol stock across major Festival events and private philanthropic events
- Assisting with packing and movement of stock, gifts and collateral from office to venues
- Assisting with catering lists and coordinating dietary requirements for patron events
- Access to own laptop is beneficial

Key Learning Opportunities

Key learning opportunities of this internship include the following:

- **Data management**, including working from files on a server and data manipulation in both Microsoft Office and Microsoft Excel. Learning opportunities on customised cultural CRM, fundraising and ticketing software, Tessitura.
- **Liaising between internal and external stakeholders**, including sourcing potential partners, working with other SWF departments, and collecting logos and digital content from confirmed partners.
- Hospitality servicing (partners and patrons) including the administrative work that goes into the events, such as issuing stock and booking couriers, and the front of housework such as keeping a guest list, escorting partners and patrons between Festival sessions and private events.
- Creative suite development including basic skills in InDesign such as resizing, design on the page and proofing.
- Post event reporting overview, 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
10 Mar 2025	Internship commences and Patron launch event
3 May 2025	SWF Orientation Day (for volunteers, interns, crew)
19–25 May 2025	Sydney Writers' Festival