

Sydney Writers' Festival

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| Role title: | Associate Producer |
| Reports to: | Festival Producer |
| Direct reports: | Nil |
| Salary: | \$75K per annum plus superannuation. Full-time. |
| Term: | 14-month fixed-term contract starting September 2025 |

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 Associate Producer is a new, year-round role that supports the delivery of Sydney Writers' Festival's annual May program and other events throughout the year. Working as a key member of the programming team, the Associate Producer is responsible for supporting the coordination of more than 250 events annually, across administration, artist liaison, project management, communications, and on-the-ground logistics. Some evening and weekend work will be required, particularly in the lead-up to and during the events.

We're seeking a highly organised and motivated Associate Producer to join our small, collaborative programming team. The ideal candidate will be adaptable, composed under pressure, and comfortable working both independently and as part of a team. Strong attention to detail and a consistent work ethic are essential to succeed in this fast-paced, dynamic environment.

Reporting to the Festival Producer, the Associate Producer will also assist the Artistic Director and Children & YA Program Manager and, in the lead up to the annual Festival, work closely with the Travel & Logistics Coordinator.

Responsibilities

Year-Round programming support:

- Play a key onsite role in the delivery of Sydney Writers' Festival year-round events, requiring regular evening and weekend work.
- Provide a high level of author care and manage relationships with key stakeholders including publicists, publishers, agents and venue contacts.
- Assist with speaker travel and logistics as necessary for year-round events.
- Support the Artistic Director, Children & YA Program Manager and Festival Producer across a range of programming needs.

Festival coordination:

- Assist with tracking deliverables (e.g. invitations, confirmation forms, signed agreements, bios, headshots, etc.) and coordinate with Marketing and Publicity teams to ensure collateral is submitted on deadline.
- Assist with preparing and proofing speaker schedules, creating guidelines and info packs, and ensuring timely dissemination of this material to all speakers.
- Manage the Festival Book Order: maintain the full book list for Gleebooks, liaise with publishing partners, and coordinate distribution of books to speakers and facilitators.
- Coordinate Sydney Writers' Festival's annual Festival suburban and regional events, working with venue partners to plan and deliver events to a high standard.
- Work closely with the Travel & Logistics Coordinator in the lead-up to the Festival.

Database management and reporting:

- Collect, manage and input high volumes of data pertaining to authors/speakers, scheduling, publicity and logistics in the FileMaker database.
- Ensure the accurate and timely finalisation in FileMaker of all artist publicity information and details of all events ahead of annual Festival launch and year-round event on-sales.
- Maintain internal documentation including timelines, process notes, critical paths, filing systems, invoicing and budget tracking.
- Create and update process documents specific to this new role.

- Support post-event wrap-up processes, including compiling artist or partner feedback and contributing to evaluation reporting.

Internal and stakeholder communication

- Liaise with other departments (e.g. Marketing, Development, Production) to ensure programming information is accurate, shared on time, and aligned across all internal and public communications.
- Coordinate with publicity and marketing teams to ensure speaker bios, images and event details are finalised and delivered according to deadlines.
- Represent the programming team in internal planning meetings or briefings, as needed.
- Other reasonable duties as required by the Festival Producer.

Key Relationships

| Internal | External |
|---|--|
| Festival Producer Artistic Director Children & Young Adult Program Manager Travel & Logistics Coordinator Production team Ticketing team Marketing team Development team | Authors and speakers Publishing industry Venue and program partners Artist management / literary agents |

Selection Criteria

Essential

- 2–3 years' experience in a similar role within the arts, demonstrating dedicated producing experience
- Demonstrated ability to project manage multiple events or projects simultaneously and juggle competing priorities
- Comfortable managing high volumes of data with meticulous attention to detail
- Strong and clear written and oral communication skills
- Copywriting, proofing and editing skills
- Highly developed interpersonal skills, with the ability to communicate professionally across teams and with external stakeholders
- Demonstrated ability to build and maintain professional relationships with artists, authors, and other key stakeholders
- Collaborative and solutions-focused approach to problem-solving
- Takes initiative and effectively plans and prioritises their workload
- Proficiency in standard office and project management tools (e.g. Microsoft Office, Google Workspace, Asana or similar)
- Willingness and availability to work evenings and weekends, particularly in the lead-up to and during the Festival
- Awareness of and sensitivity to access, inclusion, and diversity in event planning and delivery

Desirable

- Previous experience working within an arts and cultural festival environment
- Previous experience producing a high volume of events
- Experience supporting budgets, artist contracting, or invoicing processes
- Knowledge of FileMaker and Formstack
- Interest in literature and the publishing industry

How to Apply

If you have the relevant experience and are excited by the opportunity to contribute to a highly respected literary festival, please send a cover letter (maximum two pages) addressing the selection criteria, along with your CV, to Lauren Bennett (Festival Producer) at jobs@swf.org.au.

Please note: Applications submitted without a cover letter will not be considered.

Applications close at 5pm on Monday 11 August 2025.

This role will commence in September 2025.

Please include the contact details of **two referees** who you feel will be able to attest to your credibility and suitability for the role. Please note: One of your referees will need to be a manager or supervisor. Referees will be contacted after consultation with the candidate.

For a confidential discussion regarding the role, contact Lauren Bennett, Festival Producer at Sydney Writers' Festival via jobs@swf.org.au