Sydney Writers' Festival

Volunteer and Internships Coordinator

About Sydney Writers' Festival

Sydney Writers' Festival is Australia’s largest annual celebration of literature and ideas. Each year the Festival presents a program of over 300 events to around 100,000 people at venues that stretch from the city’s centre to the foot of the Blue Mountains. For one week every May, Sydney Writers' Festival brings together writers from various forms and backgrounds, including the best contemporary novelists, screenwriters, musicians and writers of cutting edge nonfiction, and some of the world’s leading public intellectuals, scientists, podcaster and journalists. With the finest writing and storytelling at its core, programming is driven by the ideas and issues that animate all types of literature.

The Festival is a not-for-profit organisation, and as such, we aim to be accessible to a wide range of audiences. This objective sees us present many events for free during our May Festival, and was behind the 2015 launch of our Live and Local program that partners with local organisations to live-stream key Festival events into regional Australia.

Sydney Writers' Festival also has a dynamic program of events throughout the year, including the Children’s Festival of Moving Stories with free events for children and families across Western Sydney. We are committed to providing opportunities for children of all ages to engage with books and stories through a variety of literary experiences.
Volunteer and Internships Coordinator

This role is a part-time position, working a total of 100 days over a six month period from mid-January to the end of May 2019.

The role requires an experienced volunteer team coordinator with high level data management skills, a friendly leadership style and event management experience.

The role reports to the Volunteer Manager.

Roles and Responsibilities

(a) Volunteer Coordination

1) Assist the Volunteer Manager (VM) with the recruitment of approximately 320 volunteers to work at the 2019 Festival.
2) Coordinate the applications process for Sydney Writers' Festival Internships at the 2019 Festival, liaising with partner universities and handling student enquiries
3) Assist the VM to build the volunteer shift roster and make changes in accordance with requirements for the 2019 Festival.
4) Create and maintain a database of volunteer contacts.
5) Manage emails and enquiries throughout the rostering process
6) Assist with coordinating a team of Volunteer Supervisors to act in areas of special responsibility and performance.
7) Assist with organising and coordinating the volunteer team orientation day prior to the Festival
8) Assist with preparation and editing of the Volunteer Information Kit, supervisor training documents, internship documents and on-shift instruction manuals
9) Assist with gathering Working with Children Checks and accreditation documents.
10) Ensure printing and preparation of Festival accreditation lanyards, festival map, guides, volunteer documents and signs are completed on time.
11) Manage volunteer groups pre-festival during the gift bag packing process and preparation of lanyards and signage.
12) In collaboration with the VM, liaise with partner company Woolcott Research to help deliver, through the use of volunteers, an audience research survey project.
13) Act as a secondary point of contact for all Sydney Writers’ Festival volunteers prior to and during the 2019 Festival and be available to manage volunteer operations at Carriageworks and other major venues.
14) Coordinate administration of the volunteer feedback survey after the festival and update 2019 out of season volunteer list
15) Assist with preparing for and coordinating the volunteer wrap party
16) Regularly advise the VM on matters relating to the safe and successful engagement of volunteers for 2019 Festival events.
17) Work to ensure the safety and care of volunteers, 2019 Festival guests, 2019 Festival staff and audiences.

(b) General

• Organise, prioritise and manage own workload to deadlines;
• Keep abreast of key issues and development in arts and cultural industries;
• Maintain a cooperative and collaborative approach within a small team;
• Attend relevant workshops and training exercises;
• Any other duties as agreed with the CEO and Volunteer Manager.

Remuneration

Salary will be $55,000 per annum pro rated, paid fortnightly.

Applications

Applications should be addressed to Misty McPhail, Volunteer Manager, at jobs@swf.org.au and received by close of business on Friday 16 November 2018. Applications should include:

• A cover letter outlining your interest in the job, and addressing how your experience matches the requirements of the role;
• A current CV, including the contact details of two professional referees

To discuss your application or ask questions about the Festival, please contact Misty McPhail on 0429 432 803.