2019 Sydney Writers’ Festival
Event Management (Production) Internship

To apply, please send a .pdf copy of your resume and cover letter to volunteers@swf.org.au ensuring that you address how your skills and experience relate to the role. Applications close at midnight, Sunday 3 February 2019.

The 2019 Event Management Intern will undertake a variety of practical activities directly contributing to the Production and Operational requirements of the Festival. Reporting directly to the Head of Operations and Production, the Event Management Intern will offer support to the Production team in the lead up to and during the Festival. The role is suited to an enthusiastic and energetic person who is interested in learning the systems required to put on a successful event. This role is ideal for students undertaking an event management degree or a business degree with a focus on events.

The Event Management (Production) Internship will commence in the first week of March and finish in the first week of May. This is a commitment of 9 weeks at minimum 10 hours per week, plus an additional 30 hours across the week of the Festival, a total commitment of approx. 120 hours. During the week of the Festival, Interns will put their learning into practice and witness the results of their work.

The Event Management (Production) Intern will assist with:
- The installation, design and placement of the branding for the 2019 festival.
- Data entry and upkeep of production records.
- Event catering and delivery of Green Room requirements for artists across all venues/events.
- Accreditation across the Festival.
- Logistics, timeline and overall schedule of the festival.
- Generally assisting the Production department as needed.

Desired criteria:
- Excellent communication skills
- Driver’s license (car)
- Outstanding attention to detail
- Advanced computer skills (Microsoft Excel, Photoshop)
Key learning opportunities of this internship include:

1. **High level data management**, including updating the production staffing database and the production information for programmed, using Microsoft Excel
2. **Logistics**, including organising catering delivery, the delivery of stock and furniture onsite, and the overall timeline of the Festival
3. **In-person training and leadership**, including weekly production meetings, staff (30 person) and volunteers (300 person) safety briefings
4. **Event management skills**, including event set-up and pack-down, communication practices, supporting a team and juggling multiple priorities
5. **Post event reporting**, including summarising, analysing and evaluating data, and handover practices

**Key dates for Sydney Writers’ Festival 2019**

**FEBRUARY**
- February 3: Event Management (Production) Internship applications close

**MARCH**
- March 4: Event Management (Production) Internship begins
- March 14: Program launch
- March 16: Program launch in the *Sydney Morning Herald*

**APRIL**
- Apr 13: Volunteer Orientation Day
- Apr 22: Bump in commences
- Apr 29: Festival begins
- April 30: Opening Night party

**MAY**
- May 1-4: SWF Night & city events
- May 2-5: SWF day events at Carriageworks
- May 6: Bump out of Carriageworks finished
- May 14: Volunteers wrap party