



Sydney Writers' Festival Ltd
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Sydney Writers' Festival

Project Manager – Children's Festival of Moving Stories (Contract)

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 our Festival hub and venues across Sydney such as Sydney Town Hall, City Recital Hall and Riverside Theatres, Parramatta.

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 across Western Sydney and surrounds. Sydney Writers' Festival is committed to providing opportunities for children of all ages to engage with books and stories through a variety of literary experiences.

About this role

The Project Manager for the Children's Festival of Moving Stories is a 15-week contract role within the Production and Operations department, working closely with the Head of Children's and YA Programs to deliver all project and production aspects of the Children's Festival. The Festival is centred around a daytime visit to schools by our travelling authors, joined by Russ the Story Bus, our mobile children's library. The Children's Festival runs for eight weeks from 21 October until 13 December 2019, with a pre-production period in the Sydney Writers' Festival Office from 9 September 2019.

Responsibilities

Managing the delivery of all project and operational aspects of the Children's Festival, including acting as a single point of contact and provider of information to the schools, service providers and relevant staff and contractors.

The role includes:

- Liaison with the Schools to obtain logistics and operational requirements for the visit to the schools by Russ the Story Bus to ensure a safe and smooth experience for all parties
- Liaison with Schools to establish technical and access needs for the Author Talks that run as part of the Children's Festival program
- Preparation and maintenance of project paperwork relevant to the tour including the tour schedule, production schedule, event contact lists, bus maintenance logs, petty cash reconciliation, travel maps and plans etc.
- Project Management during the day, including coordinating the set-up of the event at the school including school staff liaison, location of the bus, set up of a small PA, operating sound, setting up portable marquees/display tables and restocking the books on the bus when needed
- Provide clear communication and event briefing to the travelling authors and ensure programming runs on time and to schedule
- Be responsible for delivering authors to the bus in a timely manner via the
- Tour hire vehicle to be supplied
- Manage changes to Tour schedule for Russ the Story Bus – pertaining to travel time and bus management
- Assisting the SWF team with any pre-production tasks including, risk assessment, tour logistics, bus preparation and marketing aspects of the Tour
- Stocking Russ the Story Bus and the tour vehicle with books pertaining to age group that Russ will be visiting
- Overseeing the bump in of all Russ the Story Bus equipment for the tour
- Managing the tour bus driver and volunteers (if any)
- Ensure that all work is carried out in a safe and appropriate manner
- Current NSW Working with Children Check for paid work
- Current Australian driver's license

Selection Criteria

- Demonstrated experience in managing the delivery of travelling events or productions
- Established experience in a project or production management role for festivals or events
- Ability to manage venue logistics for a tour at multiple locations
- Capacity to liaise with authors and manage staff and volunteers
- Experience developing and maintaining project/production documents for a festival or event, including WHS requirements
- Problem-solver and clear communicator with excellent attention to detail

Remuneration

- The salary is \$1,700.00 per week inclusive of all hours worked. Working in a Festival environment may require some work out of hours and on weekends.
- Travel – If required, accommodation for any regional segment of the tour will be provided and a per diem for meals and incidentals will be paid in accordance with the LPA rates.

Applications

- Applications should be addressed to Chrissy Sharp, CEO, at jobs@swf.org.au and must be received by close of business on Monday 29 July 2019. Applications should include:
 1. A cover letter outlining your interest in the role and addressing how your experience and qualifications match against the selection criteria
 2. A current CV, including the contact details of two professional referees

For any enquiries about this position please contact Chrissy Sharp on (612) 9256 4205 or email chrissy@swf.org.au