



2020 SWF Administration & Project Management Internship

To apply, please send a pdf copy of your resume a supporting cover letter to volunteers@swf.org.au

Please ensure that you address how your skills and experience relate to the role. Applications close at midnight, Sunday 13 February 2020.

About the Festival

As the largest literary festival in Australia, and among the top five of its kind in the world, Sydney Writers' Festival brings together the world's best storytellers for a thoughtful, challenging and riotously fun celebration of the written word.

Each year, Sydney Writers' Festival presents a week-long program of events featuring the world's finest novelists, screenwriters, musicians and writers of cutting-edge nonfiction, including leading public intellectuals, esteemed scientists and ground-breaking journalists.

From 27 April to 3 May 2020, an audience of over 80,000 is expected to attend the annual Sydney Writers' Festival at Carriageworks and venues across our city, including Sydney Town Hall, City Recital Hall, the Seymour Centre and Riverside Theatres in Parramatta. The Festival Precinct will serve as a town square, inviting readers to come together as a community, as they continue the conversations that take place on stage in the bookshops and bars.

About the Internship

The 2020 Sydney Writers' Festival Administration & Project Management Intern will undertake a variety of practical activities designed to facilitate learning and contribute to the success of the Festival's overall administration and the Livestream program. The administration component of the internship looks after the resources in the office, administration systems and processes, and supports the 20-25 office staff members by ensuring they have the knowledge, resources and help they need to complete their work. The livestream component of the internship supports the Project Manager in working with the 40 livestreaming partners by sending them information, checking their resources and organising marketing materials in the lead up to the festival. During the Festival, the intern will assist the Manager at the broadcast station.

Applicants for the Administration and Project Management Internship would benefit from effective and confident communications skills, a fastidious nature including attention to detail, and a self-starting attitude. No hard skills are required, only a willingness to learn. This role would suit students from many different disciplines as the skills learned are relevant to most careers.

The Administration & Project Management Internship will commence in the first week of March and finish in the fourth week of May. This is a commitment of 12 weeks at 10 hours per week, plus an additional 30 hours across the week of the Festival, **a total commitment of approx. 150 hours.**

Key Learning Opportunities

Key learning opportunities of this internship include the following:

- **Data management**, including advanced data manipulation in both Microsoft Office and Microsoft Excel, data entry into a database, and best practice with files
- **Editing, proofing and publishing skills**, including editing marks, writing short reports, reading for content, reading for clarity and copy-editing skills
- **Administration systems skills**, including month end reconciliations and IT processes for both hardware and software.
- **Event management skills**, including event set-up and pack-down, stock movement and team logistics.
- **Post event reporting**, including collating and analysing feedback, event wrap-up, and festival as well as internship feedback.

Role Responsibilities

The Administration & Project Management Intern will assist with the following:

- Data entry and record-keeping across Festival software
- Updating the festival lanyards artwork and contact lists
- Tracking the status of live & Local partners
- Brainstorming marketing ideas for the Live & Local program
- Editing informational copy for email distribution
- Assisting with month-end reconciliations
- Assisting with IT updates to both hardware and software
- Bumping in the festival office, the live & local program broadcast station, bumping out the festival office back to premises
- Live & Local evaluation via survey results and personal experience
- Editing and writing training information documents
- Checking registration documents online and maintaining registers
- Post-event wrap-up including reconciliation systems and document distribution
- Post-event wrap-up including unpacking storage boxes, stock management and assisting staff set up their workstations

Key Festival Dates

Key dates relating to the festival and role are as follows. Please note your availability relevant to the below dates in your application.

FEBRUARY

Thursday 13 Administration & Project Management Internship applications close

MARCH

Monday 2 Administration & Project Management Internship begins

Thursday 12 Program launch

Saturday 13 Program launch for Live & Local partners

APRIL

Monday 6 WH&S Briefing

Saturday 18 Orientation Day

Wednesday 22 Induction

Thursday 23 Bump-in at Carriageworks and Seymour Centre

Tuesday 28 SWF Opening Night

Wednesday 29 NESA events

Thursday 30 Live & Local testing

MAY

Sunday 3 Festival concludes

Monday 4 Bump-out of Carriageworks and Seymour Centre

4-7 May SWF School Days Program

Tuesday 12 Volunteer wrap party

Friday 22 Internship concludes