

# Sydney Writers' Festival

**Role Title:** Programming Assistant  
**Reports to:** Program Manager  
**Salary Range:** \$60,000 pro rata  
**Terms:** Contract, full-time

SWF 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

The Sydney Writers' Festival produces an annual festival in May of each year featuring over 200 events (a combination of free and paid events), more than 400 writers and attracts an audience attendance of over 80,000 visitors into the festival precinct located in central Sydney, western suburbs and regional centres. We bring together authors of the very best contemporary fiction and writers of cutting-edge nonfiction, including some of the world's leading public intellectuals, scientists and journalists. The next Festival will be held 16-22 May 2022.

This fixed-term, full-time position will commence at a mutually agreed time in November 2021 and will conclude at a mutually agreed time in June 2022

Salary: \$60K per annum, paid pro-rata.

## Programming Assistant Role and Responsibilities:

The Programming Assistant is a fixed term, full-time position that will work closely with the Program Manager on the administrative and logistical side of programming the 2022 Festival. This incorporates artist liaison, support for the suburban and regional program, support for the workshop program, copy writing and editing and general administrative responsibilities. These include:

- Overseeing the collection and data entry of key Festival information and ongoing database maintenance.
- Assisting in programming and managing the SWF workshop program with the support of the Program Manager, inclusive of the SWF sponsored placement applications.
- Assisting in programming and managing the SWF library program with the support of the Program Manager.
- Assisting the Program Manager in the coordination of the SWF suburban and regional program and liaising with suburban venues on Festival events.
- Managing the ordering and intake of books for Festival consideration, and managing the distribution of books to Festival participants ahead of their events.
- Supporting the Program Manager to liaise with facilitators and guests of the Festival on schedules where appropriate.

- Assisting the Program Manager with travel, accommodation, and ground transfers of Festival guests.
- Overseeing content migration between SWF systems.
- Copy writing and editing for marketing materials and the main Festival program.
- General administrative support to SWF team.
- Other programming and administration activities as devised and agreed with the Artistic Director and Program Manager.

#### **General Responsibilities:**

- Organising, prioritising and managing own workload to deadlines.
- Reflecting a cooperative and collaborative approach within a small team.
- Any other duties as agreed with the Artistic Director, Program Manager and Office Manager.

#### **Selection Criteria**

##### **Essential**

- Experience in writing copy.
- Proven experience in Word, Excel, Outlook.
- Experience in list and database management.
- Excellent attention to detail and time-management skills.
- Strong written and verbal communication skills, and experience managing communications with external stakeholders.
- A passion for books, reading and literary events.

##### **Desirable**

- Experience using FileMaker.
- Knowledge of the Australian publishing/literary landscape.

#### **Applications**

Applications should be addressed to Lydia Tasker, Program Manager, and be sent to [jobs@swf.org.au](mailto:jobs@swf.org.au). They must include:

- An outline of your interest in the role, addressing how your experience prepares you for the responsibilities required and how you align with the selection criteria.

Applications close midnight on **Tuesday 21 September**.