BROADCAST PROJECT MANAGEMENT INTERNSHIP

To apply for this internship, complete the [online application form](). Please ensure that you address how your skills and experience relate to the role, and availability over Key Dates.

Applications close midnight, Sunday 26 February 2023.

About the Internship

The 2023 Sydney Writers' Festival Broadcast Project Management Intern will undertake a variety of practical activities designed to facilitate learning and contribute to the success of the Festival's overall livestream and broadcast projects. The internship supports the Project Manager pre festival by working with the 40-50 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 Broadcast Manager back of house with the Live and Local livestream and the recording sessions of writers' piece to camera for a delayed broadcast project.

Applicants for the Broadcast Project Management Internship would benefit from effective and confident communications skills, a fastidious nature including attention to detail, and a self-starting attitude. This role would suit students from multimedia disciplines with a focus on Broadcasting events.

The Broadcast Project Management Internship will commence in the second week of April and finish in the final week of May with exact dates to be negotiated around intern availability. The total commitment will equate to approximately **120 hours** over 8 weeks, at 10 hours per week with an additional 40 hours across the week of the Festival.

Weekly hours can be delivered as a combination of office attendance, work from home and being on site for SWF events. During the week of the Festival, the Intern will have the chance to put their learning into practice, as well as the opportunity to witness the results of their hard work.

Role Responsibilities

The Broadcast Project Management Intern will assist with:

- Live & Local marketing material compilation.
- Drafting run sheets, streaming instructions, and general advice sheets.
- Assisting at the Festival with back of house systems.
- Engaging authors and various talent in conversation
- Assisting the set up audio, lighting and camera equipment for Broadcast Recordings
- Being a liaison between talent and staff in relation to broadcast activities
- Providing general assistance for organisational and broadcast elements as required

Key Learning Opportunities

Key learning opportunities of this internship include:

- **Data management**, Recording files, distribution, uploading, including data manipulation in Microsoft Excel, such as sorting, filtering, formatting, validation, and formula.
- **Event management skills**, including assisting event set-up and pack-down, asset movements and systems, as well as the interpersonal communication between media professionals and talent, and immersive experience of a large event

- **Technical understanding** of various camera, sound recording and lighting equipment
- **Practical training** in basic operation of recording, editing and broadcast software
- **Post event reporting**, including collating and analysing feedback, report writing and event wrap-up.

Key Dates

Following are core festival milestones, some which may require availability beyond office hours in the evenings or weekends. Updates to the below dates, plus any additional dates specific to your role, will be provided at the interview stage.

FEB 26	Sydney Writers' Festival Internship Applications close
FEB 27 – MAR 3	Review applications and contact shortlisted candidates
MAR 2- MAR 8	Shortlisted candidates interviewed
MAR 16	SWF 2023 Program Launch evening
APR 11	Internship commences
MAY 6	Volunteer / Crew Orientation Day (all staff attend)
MAY 22-23	Main Precinct Site Load-in
MAY 23	SWF Festival Opening Night Address
MAY 25	Main Precinct Festival Program commences
MAY 27	Main Precinct Festival Program, All-Day YA (Young Adult) sessions
MAY 28	Main Precinct Festival Program, Family Day and Closing Night Address