SWF 2015 – Event Management (BOH) Internship

Please send resume and cover letter to: volunteers@swf.org.au

The 2015 Sydney Writers’ Festival Event Management Interns will undertake a variety of practical activities directly contributing to the success of the Festival Volunteer program. Reporting to the Volunteer Coordinator, the BOH Event Intern will help facilitate the smooth operation of the various greenrooms at the Festival. The BOH Event Intern will work in partnership with our FOH Event Intern to assist with implementing the systems of feedback between the BOH and FOH sectors so that both volunteers and patrons are kept well informed of programming and production updates. This role requires an energetic and outgoing person who can communicate effectively during the various situations that will arise between staff, volunteers, guests and patrons at the Festival.

The Event Internships will commence in mid-April and finish in the first week of June. This is a commitment of 8 weeks at a minimum of 10 hours per week, plus 20 hours across the week of the Festival, a total commitment of 100 hours. 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.

The Event (BOH) intern will assist with:

- Preparing sector guidelines for volunteers & supervisors
- Compiling welcome kits and gift bags for Volunteers
- Coordinating Volunteer Orientation Day
- Organising lunch orders/deliveries at extended volunteer shifts
- Preparing signage and document kits for BOH sector
- Overseeing BOH requirements during the Festival
- Photographing our Volunteer Team in action
- General Festival coordination
Key dates for SWF 2015

Mar 25        Western Sydney Launch Party
Mar 26        City Launch Party
Mar 28        Program Launch in Sydney Morning Herald
Apr 3 – 6     Easter long weekend
Apr 13        Internships begin – office days to be agreed upon
May 1         SWF Pre-Festival Event (City)
May 2         Volunteer Orientation Day
May 8         SWF Pre-Festival Event x 2 (Parramatta & City)
May 19        Opening Night party
May 22 – 24   Main Festival events
May 24        Closing Night party
May 26 – 30   Prepare feedback
May 30        Volunteer Wrap Party