

Sydney Writers' Festival

Role Title: Event Management (Programming & Logistics)

Reports to: Associate Program Producer

Terms: 18 weeks / 160 hours | 1 February 2027 – 14 May 2027

Sydney Writers' Festival 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

Sydney Writers' Festival is one of the world's leading and most beloved literary institutions. It is a place for readers, writers and thinkers to share ideas, tell stories and celebrate literature.

Since our first Festival in 1997, we have brought thousands of diverse writers and thinkers from Australia and around the globe together in Sydney. In the company of the world's best novelists, poets, journalists, public intellectuals, economists, politicians, podcasters and scientists, we've discussed some of the most pressing issues of our times. We've celebrated prize-winning authors, long-awaited novels from writers at the height of their careers and introduced debut authors to eager and enthusiastic new audiences.

Readers and writers have exchanged thoughts and opinions, perspectives and philosophies, creating a powerful community based on radical dialogue and respectful debate. The drumbeat of questioning that thrums underneath the Festival is powerful and enlivens Australia's democratic tradition.

About this role

The Event Management Intern will work within the Programming team, supporting administration, travel, communications, project management and logistics for 200+ events and 300+ authors/speakers. They will have the opportunity to work with the Program Producers, Artistic Director, Head of Children & Young Adult Programs, and the Travel & Logistics Coordinator. This role is best suited to someone with professional and effective communication skills, high-level of attention to detail, a

positive collaborative attitude and an ability to juggle competing priorities in a fast-paced environment.

This role will suit students or recent graduates from Arts & Humanities, Events Management, and more. Please note – Programming in this context refers to artistic programming and event curation, not IT programming.

The Internship will commence in the first week of February and finishes in the last week of May. There is a total commitment of approximately 15 weeks at 8 hours per week, with an additional 25-30 hours required over the Festival week (17-23 May 2027). Workdays and hours will be negotiated depending on Festival workload and intern availability and we are happy to be flexible around other commitments. **Intern availability for one day per week from 1 February – 14 May and full availability from 19 – 23 May is essential.** The total commitment for this internship is estimated at **150 hours**.

Role Responsibilities

The Programming Intern will assist with:

- Collecting and sorting data for Festival information relating to programmed events, Festival participants, and logistics information (travel, accommodation, transfers).
- Proofing the 2027 Festival program ahead of its launch.
- Building Programming reports to distribute to internal departments and external stakeholders.
- Collating participant book information and ordering books for festival participants.
- Supporting the programming team to organise and proofread schedules and other documentation for the speakers and facilitators of the Festival.
- Packing and distributing participant welcome packs in the lead up to the Festival.
- Assisting the Programming team onsite at the Festival during the week of 17–23 May, including assisting in the author green room, helping with book signing and other tasks as required.

Key Learning Outcomes

- **Event and data management** – wrangling a large amount of event and participant data for the smooth delivery of a large-scale events program, and for data manipulation and reporting in Microsoft Excel.
- **Complex event logistics** – working with complex schedules for the overall Festival program and individual participant schedules, including hundreds of events, flights, accommodation and ground transport bookings.
- **Artist care and stakeholder communications** – maintaining effective, efficient and professional communications with important stakeholders internally and externally and understanding the fundamentals of artist liaison.
- **Writing, editing and reporting skills** – including editing and proofreading documents and copy, reading for content and clarity, and generating comprehensive reports.

Key Dates

These are the Festival milestones, some of 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.

15 Nov 2026	Sydney Writers' Festival Internships close
23–11 Dec 2026	Shortlisted candidates interviewed
14 Dec 2026	Advise all application of final outcomes
1 February 2027	Internship commences
1 May 2027	SWF Orientation (for volunteers, interns, crew)
17–23 May 2027	Sydney Writers' Festival

How to Apply

To apply for this internship, please complete the [online application form](#) with a .pdf copy of your resume and cover letter, ensuring that you address how your skills and previous experience relate to the role.

Applications close 11:59pm, Sunday 15 November 2026

Early applications are encouraged, as we may proceed with an appointment once a suitable candidate is identified.

If you have any questions or issues with the form, please email volunteers@swf.org.au for assistance.