

Sydney Writers' Festival

Role Title: Partnerships & Development Intern

Reports to: Philanthropy & Partners Coordinator

Terms: 13 weeks / 150 hours | 23 February 2027 – 23 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 Partnerships & Development Intern will work within the Development team, supporting sponsor and donor stewardship, the distribution of promotional materials, schedule coordination, sponsor benefit tracking and preparations for philanthropic and VIP events. Working closely with the Philanthropy and Partnerships Coordinator and Head of Development, the intern will gain a practical understanding of philanthropy

and fundraising within a major arts organisation, and experience supporting the delivery of a large-scale public event.

This role will suit students or recent graduates from Arts & Humanities, Business/Management, and more. The ideal candidate will have an interest in partnerships, fundraising, events and stakeholder engagement, along with effective communication skills, high-level of attention to detail and strong organisational skills.

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 **120–150 hours** over 13 weeks, typically 8–10 hours per week, with an additional 20 hours during the Festival week. Weekly hours may be completed through a combination of office-based work, remote work and on-site event support. We're happy to be flexible around other commitments. **Intern availability for one day per week from 23 February – 14 May and full availability from 19 – 23 May is essential.**

Role Responsibilities

The Partnerships & Development intern will assist with the following:

- Preparing welcome packs and gift bags for Festival guests and volunteers
- Updating the Festival database with current contract details and requirements
- Reviewing contracts and logging benefits
- Working with the Development team to deliver contracted sponsor benefits
- Preparing and updating the Festival Sponsorship Schedule
- Supplying event screens, banners, and reserved seating for sponsor branded events
- Supporting the Head of Development as needed across private philanthropic events
- Updating RSVP guest lists for events
- Delivering current research on event guests and prospective patrons
- Monitoring alcohol stock across major Festival events and private philanthropic events
- Assisting with packing and movement of stock, gifts and collateral from office to venues

Note: Access to own laptop is beneficial

Key Learning Outcomes

- **Data management**, including working from files on a server and data manipulation in both Microsoft Office and Microsoft Excel. Learning opportunities on customised cultural CRM, fundraising and ticketing software, Tessitura.
- **Liaising between internal and external stakeholders**, including sourcing potential partners, working with other SWF departments, and collecting logos and digital content from confirmed partners.
- **Hospitality servicing** (partners and patrons) including the administrative work that goes into the events, such as issuing stock and booking couriers, and the

front of housework such as keeping a guest list, escorting partners and patrons between Festival sessions and private events.

- **Creative suite development** including basic skills in InDesign or Canva such as resizing, design on the page and proofing.
- **Post event reporting** overview, including summarising, analysing and evaluating data, and handover practices.

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
23 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.