

Position Description: Intern

Position type: Six-month fixed term, 2 days per week (14 hrs)

Salary: \$336 plus superannuation per week (less applicable tax) based on a part-time work load of 14 hours per week

Reports to: Program Manager

Position Overview

This six-month part-time internship offers a valuable opportunity to gain hands-on experience in a vibrant and supportive arts organisation. The intern will contribute to day-to-day administrative tasks with a focus on supporting the events Writing NSW has planned during 2025, including the Boundless Festival of Indigenous and Culturally Diverse Writing, and the Kids and Young Adult writing festival, amongst others. This internship is ideal for a candidate seeking to develop their skills in a collaborative and diverse setting while contributing to the organisation's growth and success.

Key Responsibilities

Administration, Finance, and Reception:

- Provide top-notch customer service, responding to face-to-face, phone, and electronic inquiries
- Assist with administrative tasks, including mail, cash handling, banking, catering and purchasing office and kitchen supplies weekly
- Handle day-to-day financial administration tasks like processing payments, reconciliations, and invoicing
- Help maintain databases, ensuring data integrity
- Support IT liaison and venue administration tasks
- Manage book donations and the building's library and bookshelves
- Manage regular updates of the writing group database
- Contribute to smooth office operations for all staff

Event Management and Planning:

- Assist in the planning and execution of events, including festivals and fundraising events, as well as workshops, author talks and other organisational activities
- Coordinate RSVP lists, resources, venue requirements, catering and equipment as required for events
- Provide on-site event support as part of a team, ensuring smooth operations and addressing any arising issues
- Participate in post-event evaluations, including gathering data and feedback for inclusion in reports
- Record and check room and venue set-up requirements



- Update and print venue calendars each week
- Administer venue cleaning and maintenance
- Assist with face-to-face and online courses as required, including support for tutors and participants
- Contribute to website and newsletter content to support the promotion and marketing of events

General:

- Provide administrative assistance to the CEO and Operations Manager as needed
- Take minutes in staff meetings
- Perform other duties as required

Note

This role requires occasional weekend and evening work when events are scheduled.