**POSITION DESCRIPTION**

Program Coordinator

**Overview:**

The position of program coordinator is a significant role within the Festival team, which requires strong planning, research, communications and development skills. Working closely with the program managers, the program coordinator will assist in the research and development of the program, and manage communication with the speakers, artists and performers before, during and after the festivals.

**Job Description:**

1. Assist the program managers of all three festivals to plan, develop, and deliver the programs and work across all related details for the event
2. Manage the administrative work involved in inviting and managing Festival speakers
3. Communicate and coordinate the travel, itinerary, accommodation and other core requirements of all invited speakers
4. Work closely with the communications team on the content of the programs and promotions of event, including writing content, sourcing images and assisting with website upload
5. Assist with the production of the events, including logistics
6. Research, establish and grow links with communities in of art, literature, music, and food across Indonesia