About Production Contractor Role Description
The Production Contractor will work closely with the Words on the Waves Writers Festival team to ensure the successful delivery of the annual 2026 festival. This role will be responsible for driving forward the logistics and production requirements, including: venue and equipment hire, production and volunteer personnel, vendor liaison, risk assessment, other logistical considerations in the leadup to the event, as well as the smooth running of the bump in, bump out and daily events over the festival period (Friday May 29 - Monday June 1), primarily at the festival marquee. This is an opportunity to contribute to a thriving not-for-profit organisation fostering a vibrant arts and literary culture on the Central Coast.

About Words on the Waves
Words on the Waves is the first and only writers' festival to take place on the Central Coast, NSW. In 2026 it will celebrate its sixth year, May 27 - May 31, 2026.

FTE: Fixed price contract
Dates: As required by deliverables
Reports to: Festival Director & Festival Board

Tasks
- ➔ Develop and deliver the production requirements for Words on the Waves Writers Festival in keeping with the festival's aims, targets and mission statements; with a focus on The Dip festival marquee site
- ➔ Event manage the smooth and successful bump in, bump out and daily timetable of The Dip (Friday May 29 - Monday June 1)
- ➔ Ensure due process is followed in terms of council requirements, budget compliance, risk assessment and grant acquittal requirements

Essential Criteria
- ➔ Experience developing and delivering medium-scale, public-facing events
- ➔ Detail-oriented and ability to show initiative
- ➔ Highly developed communication skills with the ability to develop and maintain successful working relationships with a wide range of stakeholders, including artists, venues, media
- ➔ Creative and works well as part of a team while remaining self-led and proactive, understanding the pressures of a not-for-profit environment
- ➔ Central Coast-based

Viewed favourably
- ➔ Passion for and knowledge of the Australian book industry