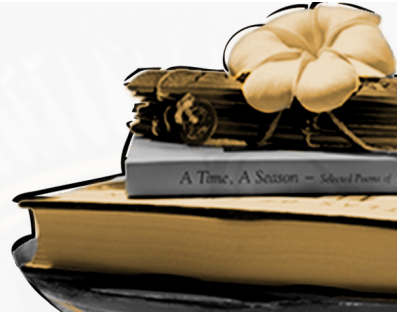




YAYASAN
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UBUD FOOD FESTIVAL (UFF) PROGRAM COORDINATOR

- Department: Program Team
- Report to: UFF Program Manager
- Workplace type: Ubud/Denpasar Based
- Job location: Ubud, Bali
- Employment type: Full Time
- Length of Employment: Six Months (28 January – 27 July 2023)

BACKGROUND

Yayasan Mudra Swari Saraswati is an independent, not-for-profit foundation committed to enriching the lives of Indonesians through a range of community-building arts, cultural, and culinary programs. The goal of the foundation is to help fulfil the creative needs of Indonesia, its individuals, and its communities whilst showcasing its cultural diversity – both traditional and contemporary – to the world. The foundation achieves this through its core initiatives, the Ubud Writers & Readers Festival (UWRF), as well as the Ubud Food Festival (UFF).

The Ubud Food Festival (UFF) spans three days. It consists of cross-cultural culinary discovery, with Indonesian food as the central focus. The festival features special events, cooking demos, food tours, talks, workshops, masterclasses, arts performances, films, and more. The festival celebrates the diversity and taste of Indonesia's culinary world. It tempts thousands of food lovers from all over the world. UFF is now the region's leading culinary festival, and a must-attend event for anyone in the area.

JOB OVERVIEW

This position is responsible for ensuring all the Ubud Food Festival's programs (including the pre-event) are organized and managed properly. This includes the program administration, deadlines, and communicating with all the speakers. The Program Coordinator also assists the Programming Team with communicating with the other departments. They are also the main communication line for the other departments related to the festival program.

RESPONSIBILITIES

Program Development

- Research potential presenters, any current food trends, and brainstorm ideas with the Festival Director and Head of Programming
- Arrange the program schedule, develop the program content, and budget expenses per program
- Sending out invitations to speakers and following up where necessary
- Connect and creating program with venue partners around Ubud
- Developing or collect menu, receipt and content program with chef and speaker



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Program Administration & Logistic

- Liaise with all speakers/chef/participants, making sure they provide information regarding administration requirements, program content, program schedule, etc.
- Collect the speaker's administration requirements: agreement, bio, photos, Passport/ID, flight schedule where necessary.
- Collect chefs' recipes and list of ingredients for each program session and liaise with the production team for the logistics.
- Purchase the necessary ingredients
- Manage all speaker requirements for their sessions.
- Actively assist the team working on the Ubud Food Festival pre-events, such as partnership gatherings.
- Send thank you letters and survey forms to all speakers the week after the festival.
- Provide a program report to the Festival Manager, two weeks after the festival.
- Adhere to festival's strict timeline.
- Any other duties/tasks that may be later developed by the Festival Director.

KEY PERFORMANCE INDICATORS

- Timelines met and core duties fulfilled.
- Targets achieved
- Cooperative work environment and ethics achieved.

HOW TO APPLY

If you would like to work and be part of our highly respected festivals, please send your CV and cover letter addressing the selection criteria to:

admin@yayasansaraswati.org.

Applications close on the 30 of December 2022.

For a confidential discussion regarding the role, contact Dwi Ermayanthi (Festival Manager) via erma@yayasansaraswati.org.