



YAYASAN
MUDRA
SWARI
SARASWATI



Jl. Raya Sanggingan PO BOX 181
Ubud Bali Indonesia 80571



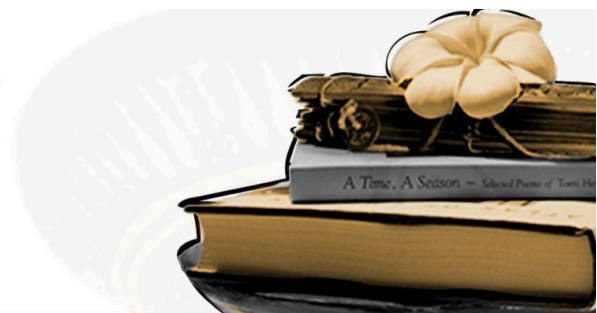
+62 361 977 408



admin@yayasansaraswati.org



www.yayasansaraswati.org



WE'RE HIRING: PERSONAL ASSISTANT TO THE DIRECTOR

OVERVIEW

- Reports to: Festival Founder and Director
- Job Location: Ubud, Bali
- Employment Type: (Full-time / Part-time)
- Start Date: Earliest Possible Date

BACKGROUND

Yayasan Mudra Swari Saraswati, organiser of the Ubud Writers & Readers Festival and Ubud Food Festival, two internationally renowned festivals celebrating literature, art, culinary arts, and culture, is seeking a highly organised and proactive Personal Assistant to support our Director in managing the foundation's day-to-day activities, communications, and projects.

FESTIVAL FOUNDER AND DIRECTOR

Melbourne-born Janet DeNeefe is the visionary Founder and Director of the Ubud Writers & Readers Festival. Crafted in the wake of the 2002 Bali Bombings, she created the festival as a beacon of hope, aimed at rebuilding both the community spirit and the economy after this tragic event. Since its inception in 2004, the festival's triumphant launch marked the beginning of a remarkable journey. Today, it stands as one of the world's premier festivals, infusing vitality into Indonesia's literary arena. DeNeefe is also the author of *Fragrant Rice*, *To Stir with Love*, and *Bali: Food of My Island Home*. Together with her husband Ketut, she is the driving force behind Ubud's renowned establishments: Casa Luna, Indus Restaurant, Casa Luna Cooking School, and Honeymoon Guesthouse and Bakery. With more than three decades in Bali, DeNeefe has made a significant mark on the island's rich cultural landscape.

QUALIFICATIONS

- Provide comprehensive administrative support to the Director, including managing schedules, meetings, and appointments.
- Coordinate internal and external communications, acting as a point of contact for the Director.
- Assist in the preparation of documents, reports, presentations, and other materials as required.
- Organise and maintain files, records, and correspondence for easy access and reference.



YAYASAN
MUDRA
SWARI
SARASWATI



Jl. Raya Sanggingan PO BOX 181
Ubud Bali Indonesia 80571



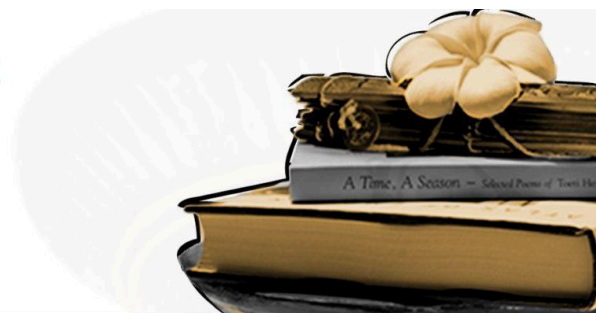
+62 361 977 408



admin@yayasansaraswati.org



www.yayasansaraswati.org



- Help manage project timelines and follow up on action items to ensure smooth execution.
- Support the Director in event planning and coordination for the festivals and related programmes.
- Handle confidential and sensitive information with discretion and professionalism.
- Assist with travel arrangements and logistics as needed.
- Perform other tasks as assigned to ensure the Director's effectiveness and efficiency.

QUALIFICATIONS

- Minimum D3/S1 degree in Administration, Communication, Management, or related fields.
- At least two years of experience as a Personal Assistant, in Project Management, or in administrative roles.
- Familiarity with the Ubud Writers & Readers Festival and Ubud Food Festival; volunteer experience in these festivals is preferred.
- Excellent organisational and time-management skills, with the ability to multitask effectively.
- Strong written and verbal communication skills in both English and Bahasa Indonesia.
- Proficiency in Microsoft Office/Google Workspace and familiarity with project management tools.
- Detail-oriented, proactive, and able to work independently in a fast-paced environment.
- Comfortable working in a creative and cultural organisation with dynamic workflows.
- Ability to maintain confidentiality and handle sensitive information with discretion.

COMPENSATION PACKAGE

In addition to your salary, we offer a comprehensive benefits package that includes coverage for BPJS Kesehatan (health insurance) and BPJS Ketenagakerjaan (workplace accident insurance). Furthermore, you will also enjoy a generous annual leave entitlement and to connect with the Festival's media network.

HOW TO APPLY

If you would like to apply for this position, please send your CV and cover letter addressing the selection criteria to admin@yayasansaraswati.org with the subject line: *Personal Assistant Application - [Full Name]*. Applications close on 30 September 2025.

This job description provides a general overview of the role and is not exhaustive. For questions about the position and its responsibilities, please contact Dwi Ermayanthi (Erma), Festival Manager, via email at erma@yayasansaraswati.org.