

Contract Opportunity: Operations Manager

Contract Period: September 1-October 30, 2017
Remuneration: \$5000.00

LitFest is an annual celebration of nonfiction writing held each October in various locations throughout Edmonton's downtown core. We bring together esteemed authors, emerging writers, and passionate readers for live presentations, workshops, panels, and special events during the festival. In 2017 the festival runs **October 12-22**, with auxiliary events planned throughout the year.

Position Description

LitFest (Alberta Book Fair Society) is seeking an Operations Manager to oversee the following deliverables for a 2-month contract, leading up to and following through the festival wrap-up period:

- Management of book inventory and ticket sales at festival events, including volunteer team coordination throughout the festival period.
- Liaising with booksellers and patrons as needed to ensure smooth running of front of house operations and sales, as well as providing guest information and support as needed.
- Coordinating with the festival administrative team, including on-site event coordination and troubleshooting throughout the festival.
- Event and onsite set-up and coordination of consistent event identity at varying venues throughout the festival.
- Planning and implementation of Front of House strategies and procedures prior to the festival period, and administrative assistance on festival operations as needed.

Experience in patron services, event coordination, volunteer management, and general cash-handling skills are assets in this position. The successful candidate will have superb time management and communications skills, can creatively approach challenges, and is comfortable interacting with volunteers, funders, media, sponsors, artists, and the general public. Some understanding of #FestivalLife would also be an asset. Love of reading and/or nonfiction is an important part of this role (but if you prefer fiction we won't hold it against you).

The Operations Manager will work closely with the Executive Director and a small team of contractors during the festival period. During the pre-festival month, hours of work are flexible. Full time hours and on-site work are expected during October.

This contract engagement can accommodate other work or artistic practice. A personal vehicle and/or Drivers License are not required, but would be assets during the festival period.

Remuneration

This contract pays \$5,000 for a 2-month engagement period, to be paid in two end-of-month installments. (And all the books you can read!)

The deadline for applications is **July 20, 2017**. Questions and resumés may be directed to the Executive Director, Fawnda Mithrush, at info@litfestalberta.org.