

## Contract Opportunity: Operations Manager

**Contract Period: September – October, 2019**  
**Remuneration: \$4000.00**

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 2019 the festival runs October 17-27, with auxiliary events planned in early October.

### 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, sales processing, and ticket management for all 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, and is comfortable interacting with volunteers, artists, and the general public. Knowledge of Eventbrite, Wordpress, Square Register, and other digital media platforms will be considered. Some understanding of #FestivalLife would also be an asset. Love of reading and/or nonfiction is an important part of this role.

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. Light lifting and placement of onsite décor and signage may also be required.

### Remuneration

This contract pays \$4,000 for the engagement period, to be paid in two end-of-month installments. (You'll also get other perks, including all the books you can read, major event management experience, and connections with a ton of interesting folks throughout the contract.)

The deadline for applications is **July 7, 2019**. Questions and resumés may be directed to the Executive Director, Fawnda Mithrush, at [info@litfestalberta.org](mailto:info@litfestalberta.org).