

## Contract Opportunity: Production Coordinator

**Contract Period: October 2019** (with some preparatory work in September)  
**Remuneration: \$3000.00**

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 from October 2-5, 2019.

### Position Description

LitFest (Alberta Book Fair Society) is seeking a Production Coordinator to oversee the following:

- Oversight of technical and production needs for all festival events, including pre-show audio and visual, coordinating with venues and presenters on technical needs, and ensuring quality of presentation for audiences.
- Sourcing of equipment and/or technical assets as needed for events during the festival (including contributions or exchanges with in-kind partners)
- Coordinating with the festival administrative team, including on-site event management and troubleshooting throughout the festival.

Experience in theatre or event production, stage management, and community outreach 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 Production Coordinator will work closely with the Executive Director and a small team of contractors during the festival period. During the pre-festival period, hours of work are flexible and can be done remotely. On-site work is expected for all event days in 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 \$3,000 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).