



## **Festival Assistant (Contract)**

**Organization:** Toronto International Festival of Authors (TIFA)

**Reporting to:** Programming Coordinator and Event Coordinator

**Employment Type:** Temporary, part-time contract (15-20 hr/week, Mondays to Fridays)

**Compensation:** \$15/hour

**Work term:** August 3 to November 5, 2021

### ***ABOUT US***

The Toronto International Festival of Authors (TIFA) inspires and empowers book lovers with a breadth of bold, ambitious and accessible literary experiences. As Canada's largest literary festival, the charitable organization provides engaging opportunities to meet, hear and learn from the world's best contemporary writers and thinkers, and to celebrate the power of stories. Since 1974, TIFA has presented over 9,500 authors, including 22 Nobel Laureates, who represent diverse perspectives and a range of literary genres for all ages. TIFA's creative programmes continue to adapt to changing times, capturing the most innovative and enlightening forms of storytelling, on stage and online. Alongside the flagship Festival, TIFA delivers a year-round programme of events and activities that reflect Toronto to its residents, its literature to the nation, and its creative ambition to the world. TIFA will celebrate the 42nd edition of the Festival October 21–31, 2021.

### ***ROLE SUMMARY***

The Festival Assistant will provide general assistance to TIFA during the preparation and launch of the 42nd Festival edition. The Assistant's focus will be supporting programming and event planning initiatives. The overall objective is to support the development of TIFA's event programme and strengthen TIFA's relationship with members of the publishing community.

### ***DUTIES & RESPONSIBILITIES***

- Liaising with publishing houses, publicists, and event speakers
- Managing, tracking, and sorting participant submissions and information, and updating data to reflect finalized details
- Preparing documentation and reports based on data
- Disseminating information to other departments, with the supervision of the Programming Coordinator
- Assembling participant information packages
- Compiling extensive research of forthcoming books, local, national, and international literary trends, potential speakers (authors and event hosts, moderators, interviewers) for future year-round events.
- Taking meeting minutes
- Assist with live TIFA event logistics (evenings and weekends will be required)

## QUALIFICATIONS

This position is generously supported by [Canada Summer Jobs](#), which requires the candidate to:

- Be no more than 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### Education:

- Completed courses, certifications or internship experience in the areas of arts administration, event planning, media, communications, or publishing are considered an asset.

### Essential Skills:

- Superb written and verbal communication skills, with a strong command of English grammar and persuasive storytelling technique;
- Ability to balance multiple high priority projects simultaneously;
- Superior organization skills for detailed, timely and accurate project coordination;
- Proficiency in Outlook and Microsoft Office Suite.

### Highly Desirable Skills:

- Experience working or volunteering in a not-for-profit environment;
- Creative and resourceful thinking skills;
- Demonstrated interest in arts and literature.

### Interpersonal Skills:

- Thrives in a fast-moving, collaborative environment;
- Self-motivated, independent worker, takes initiative;
- Able to synthesize and communicate complex ideas.

The successful candidate will join TIFA's remote work force, per the guidelines of Toronto Public Health, and therefore must have access to a working computer with video conference ability.

## HOW TO APPLY

Please email [info@festivalofauthors.ca](mailto:info@festivalofauthors.ca) by **June 25** with:

1. A cover letter outlining the qualifications and experience you would bring to the position;
2. A resume.

TIFA and Harbourfront Centre are equal opportunity employers, committed to diversity and inclusiveness in our teams, creative communities, programmes and services. We invite qualified applicants from all backgrounds to apply. Suitable accommodations will be available upon request during the hiring process.