



The Toronto International Festival of Authors (TIFA) at Harbourfront Centre is Canada's largest and longest-running celebration of words and ideas. It is a charitable, cultural organization mandated to inspire and empower audiences and visitors with a breadth of bold, ambitious, accessible and engaging literary experiences. Our mission is to reflect our city to its residents, its literature to the nation and its creative ambition to the world, through the celebration of authors, books and stories. We do this by: creating literary festivals, programmes and events that bring together people of all ages (virtually or in person) to be inspired and empowered; generating diverse and exciting conversations across communities in the city, the nation and internationally, to foster new thinking about what it means to be living in today's world; championing the best of Canadian and international publishing to audiences and industry. To learn more about us please visit festivalofauthors.ca.

We are currently seeking a very organized and detailed-oriented **Festival Assistant, Events** to assist in event logistics and in our communication with publishers and authors.

Position Title: Festival Assistant, Events

Reporting to: Event Coordinator

Key Relationships: All Festival staff, select Harbourfront Centre staff and service providers

Type of Employment: Contract, 4.5 months with a tentative start date of June 28, 2021

Hours of Work: 35 hours per week

Rate of Pay: \$15 per hour

Role Summary:

The Festival Assistant, Events will receive a unique introduction to the world of event coordination in the not-for-profit sector. Reporting to the Event Coordinator, the incumbent will be responsible for assisting in event logistics, publisher and author communications. As a small not-for-profit organization that produces world-class literary events and festivals, the Festival Assistant must possess a strong attention to detail and the ability to work in a team environment.

Duties & Responsibilities:

Assist the Event Coordinator with:

- Liaising with authors, publishers, and the publishing industry regarding events.
- Updating author hotel reservations, information packages, travel arrangements, and other related duties.

- Updating databases to reflect all finalized event and participant information.
- Working with outside partners and Harbourfront Centre Departments and attending planning meetings as required.
- Taking meeting minutes.
- Other duties of similar nature as required.

Skills & Requirements:

- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office, or equivalent.
- Ability to show tact and diplomacy when dealing with outside organizations, contacts, volunteers, and audiences.
- Good writing and communication skills.
- Ability to balance multiple high priority projects simultaneously.
- Knowledge of the arts and culture sector and/ or events industry is desirable.
- Knowledge of Microsoft Teams and Zoom is desirable.
- Knowledge of database systems and previous travel booking and hospitality experience is an asset.
- This position is not physically-labor intensive, but occasional lifting of materials and event furniture can be expected when working events.
- TIFA's office is located at Harbourfront Centre (235 Queens Quay West, Toronto ON), however, staff are currently working remotely, per the guidelines of Toronto Public Health. Until it is deemed safe to reopen the office, the Festival Assistant, Events (TIFA) will join the remote work force and must have access to a working computer with video conference ability.

How to Apply:

Acceptable applications must include a cover letter outlining the qualifications and experience you would bring to the position, and a current resume.

Qualified applicants are encouraged to apply by contacting **events@festivalofauthors.ca** by no later than **June 20, 2021**. Please quote *Festival Assistant, Events (TIFA)* in the subject line of your application. We thank all applicants for their interest and application, however, only those being considered for an interview will be contacted.

The Toronto International Festival of Authors is an equal opportunity employer, committed to diversity and inclusiveness in all its work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, programmes and services. We invite qualified applicants from all backgrounds to apply. Suitable accommodations will be made available upon request during the hiring process.