



Administrative Assistant, Events (CONTRACT)

JOB DESCRIPTION

Position Title: Administrative Assistant, Events

Organization: Toronto International Festival of Authors

Reporting to: Senior Event Producer

Type of Employment: temporary, full-time contract (35 hours/week, Mondays to Fridays)

Dates: July 5 – October 11, 2022 (8 weeks through Canada Summer Jobs with a 6-week extension)

Compensation: \$16 per hour, 35hrs/week

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 thousands of 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 launch its inaugural crime and mystery festival June 3–5, 2022; and celebrate the 43rd edition of the Festival September 22 to October 22, 2022.

ROLE SUMMARY

The Administrative Assistant, Events will receive a unique introduction to the world of event coordination in the not-for-profit sector. Reporting to the Senior Event Producer, the incumbent will be responsible for assisting in event logistics and publisher and author communications in preparation for MOTIVE: Toronto's Crime & Mystery Festival and for the 43rd Festival edition. The overall objective is to support the execution of TIFA's programme of festivals, events, and activities and to strengthen TIFA's relationship with members of the publishing community. The incumbent will assist with all aspects of event logistics and production but will focus on communications and participant coordination.

DUTIES/RESPONSIBILITIES

Assisting the Senior Event Producer with:

- Liaising with authors, publishers, and the publishing industry regarding events;

- Coordinating author hotel reservations, travel arrangements, payments, and other duties involved with participant coordination;
- Preparing information packages for partners, staff, and production coordinators including agreements, contracts, and schedules;
- 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;
- Working in-person (in accordance with provincial guidelines) and digital events (some evenings and weekends may be required).

This position is not physical-labour intensive, but occasional lifting of materials and event furniture can be expected when working events. The office is an open concept office with an open-door policy.

KEY PERFORMANCE INDICATORS

- Successful delivery of assignments;
- Maintaining communication with the Events team and other key members of the TIFA team.

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:

- Excellent written and verbal communication skills;
- Thrives in a fast-moving, collaborative environment;
- Self-motivated, independent worker, takes initiative;
- Strong attention to detail;
- Ability to balance multiple high priority projects simultaneously;
- Superior organization skills for detailed, timely and accurate project coordination;
- Ability to show tact and diplomacy when dealing with outside organizations, contacts, volunteers, and audiences;

- Proficiency in Microsoft Office Suite or equivalent;

Desirable Skills:

- Experience working or volunteering in a not-for-profit environment;
- Knowledge of the arts and culture sector and/ or events industry;
- Knowledge of Microsoft Teams and Zoom;
- Knowledge of database systems and previous travel booking and hospitality experience is an asset.

How to Apply

Please send an email to events@festivalofauthors.ca by **June 17 at 5pm** that includes:

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

We thank all applicants, however, only those being considered for an interview will be contacted directly.

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.