



Administrative Assistant, Programming (Contract)

JOB DESCRIPTION

Position Title: Administrative Assistant, Programming

Organization: Toronto International Festival of Authors (TIFA)

Reporting to: Programming Coordinator

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

Dates: May 23 to October 10, 2022 (8 weeks through Canada Summer Jobs with a 12-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, Programming, reporting to the Programming Coordinator, will provide general assistance to TIFA during the preparation of MOTIVE Crime & Mystery Festival and of the 43rd Festival edition. The Assistant's focus will be supporting programming and event planning initiatives. The overall objective is to support the development and implementation of TIFA's creative programme of festivals, events, and activities and to strengthen TIFA's relationship with members of the publishing community.

DUTIES & RESPONSIBILITIES

- Compiling extensive research of forthcoming books; local, national, and international literary trends; potential event participants (authors and event hosts, moderators, interviewers, and curators); publishers; and literary and artistic events
- 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
- Liaising with publishing houses, publicists, and event speakers
- Assembling information packages
- Attending events and facilitating live event logistics as required, both on-site and virtually, providing participants and volunteers with necessary information and guidance (evenings and weekends may be required)
- Participating in various programming meetings with publishers, partners, and team members, including minute taking
- Responding to correspondence sent through TIFA's support email

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, 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 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.

HOW TO APPLY

Please email programming@festivalofauthors.ca by **May 13 at 5pm ET** with:

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. TIFA is an equal opportunity employer, committed to diversity and inclusiveness in our teams, creative communities, programmes and services.