

Job Announcement Festival and Events Manager

Overview

Working directly with the Executive Director, the Festival & Events Manager will play a central role in re-launching the Wordstock Literary Festival and will eventually produce Portland Arts & Lectures and other literary events year round. This position includes production and curatorial aspects of Wordstock and Portland Arts & Lectures, as well as volunteer management, contractor supervision, and some fundraising activities. This position may lead to a director-level position at Literary Arts.

Responsibilities

- In partnership with the Executive Director, recruit local, national, and international writers to appear in the festival and in Portland Arts & Lectures, as well as cultivate publishers, agents, and others who represent writers
- Build on existing or establish new relationships with key organizational partners, both locally and nationally
- Build on existing or establish new relationships with key vendors and other partners, including book fair exhibitors
- In partnership with the Executive Director, create initial festival programmatic design, including curatorial structure, key invites, and themes
- In partnership with the Executive Director, create initial festival physical design, including stage, book fair, and signing locations
- Manage all logistics for the festival, including guest travel and hospitality, ticketing (in conjunction with the box office), event production, and audience requirements
- In partnership with the Literary Arts staff, ensure that all programs of the organization have a strong presence in the festival and at other events
- In partnership with the Director of Development & Marketing, play a key role in the creation of development and marketing materials, including drafting marketing copy, sponsor proposals, and foundation grants
- Produce Portland Arts & Lectures (and other events), including working with venues, writing marketing and promotional copy, and drafting introductory remarks for events
- Any other duties as assigned by the Executive Director

Supervisory Responsibilities

- Manage two seasonal contractors (event and volunteer coordinators)
- Manage 100+ volunteers
- Manage two or more interns on an ongoing basis

Qualifications

- 3-5 years experience producing events, preferably with a literary festival
- Exceptional attention to detail, particularly in project management
- Strong collaborative instincts
- Excellent interpersonal skills
- Outstanding written and oral communication skills, including public speaking skills
- Commitment to literature and its place in our society
- Network in the national literary community a plus
- Undergraduate degree, preferably in Literature or Creative Writing
- Fluency with Mac and Microsoft business applications, including PowerPoint, Filemaker Pro, the Adobe Suite, and Wordpress.

This is a full-time, non-exempt position with benefits.

To Apply: Please send a cover letter and resume to Paige O'Rourke: paige@literary-arts.org
No phone calls, please.

Deadline: Monday, October 6, by 5:00 p.m.

About Literary Arts

Literary Arts is a community-based nonprofit arts organization located in Portland with a 30-year history of serving the state's readers and writers. Our programs include Portland Arts & Lectures, one of the country's largest lecture series; Oregon Book Awards & Fellowships, which celebrates Oregon's writers and independent publishers; and Writers in the Schools, which hires professional writers to teach semester-long creative writing workshops in Portland's public high schools. We also guide discussion groups around great works of literature through a program called Delve. For more information about Literary Arts, visit www.literary-arts.org

www.literary-arts.org | 925 SW Washington Street | Portland, Oregon 97205 | t:503.227.2583 f: 503.241.4256

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