



Job Announcement Posted July 20, 2018

Program Assistant – Bay Area Book Festival Berkeley, California

As the Bay Area Book Festival plans its fifth anniversary event this May 4-5, 2019, we're seeking a **Program Assistant** to support a new Program Director and the Executive Director. The job offers excellent opportunity for growth in the literary industry and exciting, fast-paced work with a close-knit team. The perfect candidate is a consummate, detail-oriented, highly responsible organizer who can manage extensive spreadsheets, has experience in the literary or cultural event industries, is an excellent writer, and has superb interpersonal skills. The job also may include work in fundraising and grantwriting (offering mentorship in developing these highly marketable and meaningful skills) and in design. Therefore, aptitudes in fundraising/grantwriting and in design, or the desire to learn, are a plus.

The Bay Area Book Festival (www.baybookfest.org) is one of the premier weekend literary festivals in the nation. Over its four years of operation it has featured nearly 1,000 leading writers—Pulitzer Prize winners, best sellers, intellectual and creative pathbreakers from the Bay Area and around the world—in hundreds of programs. Each year the festival thrills audiences of 25,000 people. Filling downtown Berkeley, the festival also presents a large outdoor fair (200 literary exhibitors) and a mini film festival featuring directors and writers. The Bay Area Book Festival has begun to branch into year-round events.

The Program Assistant will report to the Program Director but also will be assigned duties by the Executive Director. The position may scale in time commitment throughout the year from part-time to full-time depending upon the scope of the candidate's skills. At minimum the job demands intensive full-time work January-May 2019 and 50% time September-December, but may be more flexible in other months. The position is available beginning in September. Please note that all festival staff and consultants work from home but collaborate closely and meet regularly in Berkeley.

Key Responsibilities

- Support the Program Director and Executive Director in planning an estimated 80 literary programs (keynotes, interviews, panels, performances) with up to 250 speakers (authors plus interviewers and moderators) over the festival weekend in up to 15 different venues in downtown Berkeley
- Serve as the key support staff person managing internal and external programming logistics:
 - Help develop, manage and maintain a full programming infrastructure using Google Drive system, MS Office Suite, and Salesforce
 - Serve as a key support person preparing and sharing program information internally, such as author bios and program descriptions for ticketing, website, *San Francisco Chronicle* Program Guide, press releases, etc.
 - Help draft external publicity materials, including flyers, newsletters, etc.
 - Manage the process of getting books from publishers and to moderators and interviewers
 - Manage travel bookings and budgets for authors visiting festival
 - Help support author hospitality events
- Help prepare materials for and help manage the festival Green Room
- Support approximately 12 standalone author events throughout the year, including publicity materials, ticketing, pre-event receptions, on-site event support

- Support the Executive Director and Program Associates in creating grant proposals and other funding-related materials

Ideal Candidate Profile

- Strong, well-demonstrated aptitude in organizing events, ideally large or multi-part events
- Ideally, experience in literary and cultural industries and desire to advance in this field; direct experience in book buying/selling and literary events is a plus
- Ability to self-start; ability to work intensively from home but on collaborative team
- Exceptional ability to create, populate and manage spreadsheets and other documents within the Google Drive system, creating and maintaining dozens of documents for the sake of decision-making and sharing of information internally
- Experience with Salesforce and Wordpress is a plus
- Perfectionist orientation; ability to track, record, and thrive amidst thousands of details
- Excellent, well-demonstrated writing skills
- Commitment to a shared experience characterized by openness and eagerness to contribute and learn; excellent interpersonal skills with many constituencies
- Absolute trustworthiness and ability to adhere to deadlines
- A plus: experience in grantwriting or fundraising
- A plus: experience in design (InDesign, Photoshop, Mailchimp, etc.)

The team meets every other Tuesday morning in a required Leadership Team meeting. The meetings will start up again on October 2. There are other, subgroup meetings as well.

Position begins as independent contractor and has the potential to transition to a staff job with benefits. Compensation is competitive for this industry.

Qualified applicants only; others will not be acknowledged. We strongly encourage candidates of diverse backgrounds to apply, including people of color, LGBTQI+ people, women, and gender nonconforming individuals. Please email jobs@baybookfest.org and include “Program Assistant” in the subject line. (For this purpose please do not use other festival email addresses you may have.) In the body of the email, please describe your relevant experience and skills in detail and specific interest in the job. You may address your note to Samee Roberts, Managing Director, and attach a resume or LinkedIn profile. References will be requested later. No phone calls, please.