



Announcement of Open Position

PROGRAM MANAGER

**Bay Area Book Festival
Berkeley, California**

Position:	Program Manager
Offered By:	Bay Area Book Festival
Duration:	Full-time
Base Salary:	\$60,000/yr plus benefits
Location:	Berkeley, CA (Bay Area residence required)

Why Join the Bay Area Book Festival?

The Bay Area Book Festival (BABF), one of the nation's premier literary festivals, seeks a full-time, year-round Program Manager to help present the ninth annual festival (on May 6–7, 2023) as well as literary programs year-round. This is an ideal role for someone who'd like to combine their organizational know-how with a love of books and reading as part of a small but dynamic, creative, and hard-working team. Reporting to the Director for Literary Programs, the Program Manager will focus on planning and implementing programming, on overseeing key relationships, and on producing program-related communications. In addition to filling a vital role as part of the festival team, the Program Manager will have the opportunity to gain professional knowledge within the publishing industry and with event planning and management, and to develop their capabilities as a supervisor.

What you will be responsible for:

Program Planning (20%)

- With Director of Literary Programs (DLP), invite and confirm authors as agreed upon by program team
- With DLP, identify and reach out to potential moderators/interviewers
- With DLP, work with sponsors and other session curators to develop and refine program plans
- Support the DLP and Executive Director in identifying international authors and securing funding

Program Implementation (40%)

- Communicate program details and serve as primary point of contact for confirmed authors and moderators
- Secure promotional collateral and required paperwork for all participating authors and moderators
- Work with senior staff to prepare written materials for festival sponsors and outside curators
- With DLP and Chief Operating Officer, outline venue stage furniture, accessibility, and AV needs
- With DLP, facilitate bookstore participation, including session/venue assignments and book lists
- Serve as primary bookstore liaison on-site at Festival
- Collect and organize author presentation materials (e.g., slides, videos) for AV team
- Prepare and proofread session title/sponsor slides
- Supervise one or more interns to assist with program implementation tasks outlined above

Program-Related Communications (20%)

- With DLP, write and edit session descriptions
- With DLP, edit author bios to adhere to house style
- Write and edit program-related content (e.g., "Sneak Peek" author listings, articles, interviews, blog posts) for website and Program Guide
- With DLP, advise Festival PR team on program-related content and themes for press releases, social media posts, and traditional media outreach
- Supervise one or more interns to assist with communications tasks outlined above

Other External Communications/Development (20%)

- Write monthly Festival newsletters (twice monthly in the 10 weeks pre-fest)
- Write monthly Women Lit newsletters
- Write event-specific promotional emails (for festival and year-round programs)
- Write or edit to update other organizational communications, e.g., "how to fest" guides, form letters for donation acknowledgments, copy for festival archive pages
- Contribute to program-related funding proposals as requested
- Collaborate with senior staff on grant narratives and reports as requested

We are looking for someone who is:

Required Qualities

- Passionate about books, reading, and the Festival's mission to celebrate a wide spectrum of literary voices and to nurture literary community
- Possesses consistently excellent writing skills
- Attentive to details and deadlines
- Professional, ethical, collaborative, respectful, warm, and calm under pressure

Recommended Qualities

- Experienced in and/or eager to learn more about the literary arts as a profession (e.g., in publishing, bookselling, librarianship)
- Familiar and comfortable with spreadsheets and other Google Drive apps
- Familiarity with WordPress, Mailchimp, and/or design software (e.g., Canva, Adobe Design Suite)
- Experienced in planning or executing events
- Interested in gaining supervisory experience

About our Organization

Based in Berkeley, California, the nonprofit Bay Area Book Festival, founded in 2015, has for the past eight years featured more than 1,250 notable writers from the Bay Area and across the world—winners of the Nobel Prize, Pulitzer Prize, Booker Prize, Booker International Prize, National Book Award, NBCC Award, PEN awards, and many more—as well as leading journalists, publishing professionals, and other intellectual and creative pathbreakers. Attracting 25,000 attendees annually—book-lovers of all backgrounds, ages, and walks of life—we're especially known for our attention to fiction, poetry, and nonfiction concerned with social justice. We prioritize lifting voices of authors coming from backgrounds underrepresented in traditional publishing. *Literary Hub* has called us "the best Fest in the West...affirming the power of words to create a better world." For more background and information, visit us at baybookfest.org.

All Festival staff and contractors work from home, connecting frequently through digital communications and meeting in person in Berkeley as needed/appropriate. The Festival offers professional mentoring, as well as flexibility in work schedule for employees to pursue other projects, especially during the summer months.

An equal opportunity employer, BABF values a diverse workplace and strongly encourages women, people of color, Indigenous persons, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We offer medical, dental, vision, and retirement benefits as well as vacation, sick time, and 14 paid holidays per year.

How to Apply

To apply for this position, **please use this form** to submit a detailed cover letter, resume, and writing sample of no more than 1000 words (e.g., book or film review, author bio, event or program description) to the attention of Norah Piehl, Director of Literary Programs. **We are accepting applications now, with a goal to fill the position in early January 2023.**

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