



Event Planner Canada Summer Jobs

9 week contract (35 hours/week) - \$17.50/hour

Wordstock Sudbury Literary Festival is Northern Ontario's premier festival for readers, writers and lovers of words. We present over 20 Canadian literary artists in 15+ sessions at our annual fall festival. In addition to our annual festival, we are currently undertaking a children's program, Nickel City Literacy League, to reach our younger community members.

Job Description:

The Event Planner will work with the Festival Director to organize the 11th edition of the Wordstock Sudbury Literary Festival. This role involves coordinating travel arrangements for guest artists, assisting in various Wordstock Sudbury events and managing the festival's online presence.

The Event Planner will be responsible for the following:

1. Assisting the Festival Director to plan the 11th edition of Wordstock Sudbury Literary Festival.
2. Updating social media calendar and website.
3. Coordinate travel plans for guest artists by working with publishers and publicists.
4. Correspond with vendors to coordinate participation in the festival.
5. Set up and take down for book swaps and open mics.
6. Other duties as assigned

Qualifications:

- Passion for Canadian literature and the literary arts

- Excellent verbal and written communication skills.
- Ability to perform tasks with minimal supervision.
- Excellent knowledge of Canva, social media platforms, and comfortable with Google Workspace
- Ability to perform multiple, concurrent tasks.
- Ability to work independently and as a member of a team.

Eligibility Requirements:

-be between 15 and 30 years of age at the beginning of the employment period

-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

-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

Please submit your resume and cover letter by April 19th, 2024 to:

Heather Campbell

Wordstock Sudbury

Email: info@wordstocksudbury.ca (subject: Event Planner Position)

Wordstock Sudbury Literary Festival is committed to equity and justice in hiring and specifically encourages people from Black, Indigenous and racialized communities, LGBTQ2S, disabled, and other equity-seeking communities to apply.