



Event Planner

Canada Summer Jobs
12-week contract - \$17.50/hour
May 5, 2024 - July 28, 2024
Sudbury, Ontario

Applicants must be 15-30 years of age, and either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.

Job Description

The Festival Assistant will be responsible for assisting the Festival Director to plan the 12th edition of the festival.

The Event Planner will be responsible for:

1. As directed by the Festival Director, develop and implement a marketing plan for the Wordstock Sudbury Literary Festival to promote the festival and maximize attendance.
2. Coordinate travel plans for guest artists by working with publishers and publicists.
3. In co-operation with the Festival Director, complete research, build content and maintain a newsletter and social media.
4. Other duties as assigned

REQUIREMENTS:

- Passion for Canadian literature and the literary arts.
- Excellent verbal and written communication skills.
- 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.

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

Submit cover letter and resume to: Festival Director, director@wordstocksudbury.ca