



Literary Arts
925 SW Washington St.
Portland, OR 97205

Portland Book Festival Operations Specialist Fall 2019

Job Description:

Literary Arts seeks an Operations Specialist (OS) to assist the Public Programs department with production of the 2019 Portland Book Festival. The OS is responsible for a variety of responsibilities centered around management of the outdoor event spaces, including vendor management and non-speaker-related production components of the Festival. This is a temporary position that runs for four weeks.

Portland Book Festival brings writers and readers of all ages together to celebrate a shared passion for books. This daylong celebration is the largest general interest book festival in the Pacific Northwest, and features author events, readings, workshops, and an extensive book fair. This position will report to and work closely with the Director of Public Programs and the Public Programs Coordinator to prepare for and implement the smooth production of the 2019 Portland Book Festival on November 9, 2019 at the Portland Art Museum and neighboring venues.

The OS will work with Public Programs staff to develop and implement a highly organized and effective production plan. The OS will be responsible for executing this plan, with support from the Public Programs staff, including directing groups of volunteers in load in and load out, coordinating vendor placement, and undertaking other operational duties and troubleshooting that arise.

This is an active role, requiring frequent movement both indoors and outdoors, and the ability to lift and move light furniture unassisted. The majority of work for this position will take place the week of November 5, with some training and pre-production work and some reconciliation activities. The OS will meet with the Festival team several times in October and attend on-site training(s). The OS must be available all day on Friday, November 8 and Saturday, November 9, 2019 to work the Portland Book Festival event and set up.

Responsibilities:

- Manage outdoor and non-speaker-related components of the festival, including venues, tents, furniture, maps, signage, exhibitors, two-way radios, a/v, and food vendors.
- Implementing and monitoring load in, load out, and on-site production schedule.
- During Festival, assist with Festival general site load in and load out, including graphics installation and de-installation, distributing and collecting supplies, and supply return; manage vendor load in and load out, which includes directing placement of tents, food trucks, portable restrooms, street closure barricades, etc. (note: all outdoors).
- Maintain a clean, safe, and welcoming site at all venues and in street closure area. Coordinate and manage cleaning crew and ensure all areas are clean, including trash and recycling pick-up throughout the festival footprint.

- Run errands leading up to and during the Festival weekend, including printing and merchandise pick-ups/drop-offs; special event-related deliveries; delivering food, beverages, programs, signage, etc. to all areas of the festival; and other errands as needed.
- Troubleshoot and communicate related issues before, during, and after the Portland Book Festival.
- Communicate with and answer questions from Literary Arts staff, volunteer managers, festival participants, volunteers, etc.
- Attend necessary planning meetings pre-festival, including volunteer training.
- Manage volunteers to assist with all outlined tasks.
- Other duties as assigned by the Director of Public Programs.

This position is paid hourly (\$18/hour, negotiable/DOE) on a temporary basis and will work out of the Literary Arts office. This is new role and will require some flexibility, but is anticipated to be about 50 hours over the course of four weeks, with the majority of the work immediately preceding and the day of the Portland Book Festival.

Estimated duration: Four weeks, approximately October 22 to November 15

Diversity, Equity, and Inclusion:

Literary Arts is committed to creating a diverse, inclusive, and equitable environment for our employees and volunteers. We welcome applicants from diverse backgrounds and experiences. We are an Equal Opportunity Employer.

Qualifications:

- Must be available all day on Friday, November 8 and Saturday, November 9, 2019.
- Live event production management experience required; Portland Book Festival experience, such as volunteer experience, is ideal.
- Endurance and ability to keep a cool head for long hours in an active, stressful production setting with ability to work outdoors.
- Experience with and ability to collaborate and work in a team environment, including ability to organize, motivate, and mobilize a team of volunteers.
- Proven organizational skills and strong attention to detail with excellent skills in task management and prioritization.
- Able to follow directions, work independently, and take initiative.
- Able to lift and carry at least 50 pounds unassisted; will require ability to move light furniture such as folding tables and chairs, boxes, etc.
- Proficiency with Microsoft Word, Excel, Google Docs/Sheets, and databases.
- Love of literature.

How to Apply:

Please submit cover letter and résumé by email to applications@literary-arts.org.

No phone calls, please. **Deadline: Received by 8:00 a.m., Monday, September 23, 2019.**

About Literary Arts:



Literary Arts is a nonprofit literary center located in downtown Portland with a 35-year history of serving Oregon’s readers and writers. The unique value of Literary Arts is that our programs build community around literature. We believe that there is an urgent need for us to bring together artists and audiences, students and adults, to share in the stories that tell us who we’ve been, who we are, and who we will be.

Literary Arts supports our local writers and makes literature accessible to our community of readers of all ages. We understand our role to be one in which we empower the diverse voices across our community, providing the support, access, and resources needed for all Oregonians to find their story. Literary Arts is uniquely transformative because of the powerful connections that our programs create to unify readers, writers, students, and adults.

Literary Arts is a 501(c)(3) nonprofit organization that provides 40,000 arts experiences to 20,000 unique individuals plus an audience of 15,000 each week on the radio, serving Oregon readers, writers, and students of all ages and socio-economic standings. For more information about Literary Arts, visit www.literary-arts.org.

**The mission of Literary Arts is to engage readers, support writers,
and inspire the next generation with great literature.**