

**Job Description:**  
**Writers Services and Administrative Assistant, Kingston WritersFest**

**Position Summary**

Reporting to the operations manager, the writers services and administrative coordinator is responsible for administrative tasks associated with writers services including managing promotional materials, travel and accommodation arrangements, and author check-in at the festival or online, as well as the day-to-day administration of the Kingston WritersFest office, including telephone, email, written correspondence, supply management, general organization, communications and archives, and assisting the operations manager and artistic director.

**Key Responsibilities**

***Writers Services***

Primary liaison for confirmed authors and their publicists

- Manages author correspondence
- Requests author promotional materials
- Records quantities and date of arrival of gratis books; distributes copies to authors and moderators, marketing and author patron managers; updates tracking system as books are distributed
- Circulates pre-festival questionnaire to authors
- Creates and updates travel/accommodation tracking system
- Confirms travel, accommodation, appearance, and payment details with authors & moderators
- Assists operations manager with hotel room reservations
- Schedules drivers in consultation with volunteer manager
- Assembles author welcome kits and emergency information binder
- Executes author check-in desk during Festival
- Responsible for collecting and filing signed author release forms
- Responsible for the delivery of per diems and fee cheques and collecting signatures acknowledging receipt on check-in document
- Post-festival writers' services administration; processes author expense claims, etc.
- Sends post-fest thank you notes to publicists
- Prepares writers services post mortem
- Maintains all files, templates related to Writers Services; updates and collates all files post-Festival; revises templates or systems, as needed.

***Administrative Support***

- Maintains computer files in Dropbox for administrative purposes, including: in-house contact lists of staff and the Festival committee, contact lists of festival sponsors, granting bodies, publishers, and vendors
- Monitors office supplies, maintaining stock, collects supply orders from managers, and seeks OM approval before reordering
- Handles telephone, digital, and written correspondence, including regular pickup from voicemail, info@kingstonwritersfest.ca, and the Canada Post mailbox in the lobby, and distribution/filing as required
- Processes in-office, online, and over-the-phone ticket purchases
- Sorts complimentary tickets and packages
- Proofreads program guide and schedule at a glance
- Provides office support to the operations manager in the day-to-day operations of the organization, and assists as needed
- Prepares office supplies for use at festival onsite office
- Acts as a 'runner' during the festival as required for emergency pick up of books, office supplies, print paperwork, make signage
- Packs up festival supplies from the Holiday Inn to return to the office and to storage, and unpacks materials once back in office
- Prepares administration post mortem
- Maintains files and templates related to administration; updates and collates files post-festival; proposes revision to templates or systems, as needed.