

## **Manager of Operations and Outreach**

The Boston Book Festival (BBF), organizers of New England's largest literary event, seeks a full-time Manager of Operations and Outreach. The Manager of Operations and Outreach oversees all logistical components of BBF-produced events and also supports the Boston Book Festival's initiatives to extend festival programming to Boston's diverse neighborhoods. This is an opportunity to join a small but hard-working team with the shared goal of developing and sustaining engaging literary programming for people of all ages throughout greater Boston.

### **Operations:**

#### *Vendors*

- Identify and recruit potential exhibitors and manage all aspects of exhibitor application, selection, and payment process
- Coordinate with independent contractor on permits and vendor communications, including with sponsors and partners

#### *Volunteers*

- Recruit and train volunteers for Lit Crawl Boston and BBF weekend
- Assign volunteers to roles and shifts
- Supervise volunteers loading material into BBF venues in the leadup to the Festival
- Oversee volunteers during BBF

#### *Venues*

- Manage relationships with Lit Crawl and BBF venues, including communicating dates, negotiating agreements and rates, developing load-in and load-out schedules, securing additional furniture when needed, and honoring and communicating venue regulations
- Communicate with booksellers and audiovisual contractors about venues, schedules, and session formats, arranging for walkthroughs as needed
- Carefully review and evaluate contractor quotes/bids to ensure accuracy and identify opportunities for cost savings

### **Outreach:**

- In coordination with Executive Director and BBF board chair, develop outreach strategies for Copley, Roxbury, and adjacent neighborhoods
- Engage existing partners to implement outreach strategy, and actively seek out and establish new partnerships
- Convene Roxbury steering committee, including identifying and engaging new members
- Work with the BBF's Executive Director to execute all aspects of the BBF's Shelf Help program (consisting of author visits and collection development for Title I school libraries)
- Plan and execute creative engagement opportunities for the BBF community, e.g., pre-festival scavenger hunt

**General:**

- Manage and inventory all materials for BBF before and after event: e.g., signage, supplies, tablecloths, banners
- Oversee BBF office facilities: e.g., communicate with building maintenance as needed, manage utilities
- Attend occasional evening meetings and staff occasional evening events, especially Lit Crawl Boston on June 11, 2020
- Participate in program committee meetings as interest and schedule allow
- Recruit interns for Lit Crawl and BBF, and supervise interns in cooperation with Executive Director

**Qualifications:**

- A bachelor's degree plus 2+ years of relevant work experience
- Experience working in event planning is highly preferred
- A passion for books and reading, and for extending the reach of literary programming in Boston
- Excellent interpersonal skills and the ability to work both independently and collaboratively as part of a small team
- Exceptional communication skills, especially in writing, and impeccable attention to detail
- Experience collaborating and connecting with historically marginalized communities
- Proficiency in Microsoft Office and Google applications. Experience with WordPress CMS, Quickbooks Online, and project management databases is preferred but not required.
- Knowledge of Greater Boston's communities and arts ecosystem
- License and willingness to drive is preferred, though having personal access to a vehicle is not required

**Reports to:** Executive Director

**Salary/Benefits:**

This is a full-time, exempt, year-round position based in Central Square, Cambridge. Schedule can be flexible, particularly from December through April. Salary range is \$42–45K annually, commensurate with experience. We offer a competitive benefits package with generous paid time off and the opportunity to work from home up to 20% of the time.

**How to Apply:**

Please send resume and cover letter via e-mail to [info@bostonbookfest.org](mailto:info@bostonbookfest.org). Review of applications will begin immediately and continue until the position is filled.

Mail:

32R Essex St., Cambridge, MA 02139

Email: [info@bostonbookfest.org](mailto:info@bostonbookfest.org)

<http://www.bostonbookfest.org>