

EMPLOYMENT OPPORTUNITY

LORENZO SOCIETY READING SERIES COORDINATOR
FACULTY OF ARTS – UNB SAINT JOHN



www.unb.ca/postings

Competition #:	#003-12.13	Closing Date:	May 11, 2012 4:30PM
Employment Group:	A.P.T	Salary or Rate:	\$36,455 - \$45,568 Per Annum
Employment Date (tentative):	As soon as possible	Appointment Type & Hours of Work:	Part-time (15 HPW) Term until April 26, 2013 University Budget

FUNCTION:

This position reports to the Dean of Arts, and is responsible for coordinating all aspects of the Lorenzo Society Reading Series.

REPRESENTATIVE RESPONSIBILITIES:

- Organize all aspects of the Lorenzo Reading Series.
- Prepare the grant application for submission to Canada Council to obtain funding for the Series.
- Develop a strong network of contacts with authors, and publishers so as to attract authors to the Reading Series.
- Identify potential participants for Reading Series by reading forthcoming releases and manuscripts of soon-to-be published and recently published books.
- Work with other Atlantic Venues to secure locations for the readings and participation in Canada Council Funding applications.
- Coordinate the logistics for each author's visit, i.e. transportation, accommodations, meals, media interviews, venue bookings, sound equipment, work with technicians on-site at readings, etc.
- Liaise with authors (and their publisher) who are taking part in the Reading Series to ensure that they have a complete itinerary for their visits.
- Prepare content for the Brochure which includes a brief biography of the author as well as a mini-review of the book from which the author will read during the Series.
- Develop an annual theme for the Series, work with artist, designer, and printer to execute brochure and poster and other promotional materials.
- Assume responsibility for the promotion of the Lorenzo series.
- Coordinate with bookstore to make sure that an author's present and previous books are available for sale.
- Host all Lorenzo Society Readings, and after reading events, monitor performance, and prepare records for attendance and record of books sold.
- Conduct follow-up of all arranged events.
- Oversee financial matters related to the Series including working with the publisher to provide financial support for their author(s), preparing and maintaining budgets for the Series, and ensuring the appropriate paperwork is submitted for approval and payments.
- Prepare reports as necessary to the Dean, Vice-President, Lorenzo Society and Canada Council.
- Maintain positive supportive relationships with University internal department and external sources of event support to ensure successful implementation of each event.
- Work with the UNB Fredericton Writer-in-Residence in the design and execution of a one week workshop(s) on the Saint John campus including office hours.
- Other related duties as assigned by the Dean of Arts or Vice-President, Saint John.

REQUIREMENTS:

- Undergrad Degree in English Literature. Experience in writing grant proposals. Experience in writing grant submissions.
- Excellent oral and written skills along with diplomatic skills.
- In-depth knowledge of the Canadian Literary Scene.
- Ability to liaise with publishers, authors and other Universities and external agencies.
- Experience in planning and executing events or similar experience. Ability to be flexible and solve unforeseen problems.
- Good negotiation skills.

APPLICATIONS: To be submitted on UNB APPLICATION FORM (including resume) to:

UNB Fredericton, Human Resources
Room 102, Physics & Admin. Building
Email: employ@unb.ca Fax: 506-453-4611

UNB Saint John, Financial & Admin. Services
Room 114/115 Oland Hall
Email: employsj@unbsj.ca Fax: 506-648-5714

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

****Applications are accepted until 4:30p.m. on the competition closing date. This policy applies to all candidates. Documents received after the deadline are considered late and will be rejected****

THE UNIVERSITY OF NEW BRUNSWICK IS COMMITTED TO THE PRINCIPLE OF EMPLOYMENT EQUITY

05/02/12