

Vancouver Writers Fest Job Posting — Programming Coordinator

About the Vancouver Writers Fest

The Vancouver Writers Fest connects people to exceptional books, ideas, and dialogue through year-round programming that ignites a passion for words and the world around us. Our activities include our flagship annual literary Festival, one of the largest and most prestigious in North America. Tens of thousands of readers visit the cultural hub of Granville Island and venues around Vancouver to connect with local and international authors during this week-long event. And throughout the year, we offer free and paid special author events, youth education programming with Writers in the Classroom, and an annual Youth Writing Contest.

Job Description

Role Summary:

The Programming Coordinator (PC) reports to the Artistic Director (AD) and supports the AD with event planning as it pertains to the flagship October Festival, Books & Ideas Series, Writers in the Classroom, Incite Series and year-round Special Events. The PC is responsible for logistics and communication with publishers and authors pertaining to authors' appearance at VWF events and Festival, working closely with publicists, the Granville Island Hotel and VWF departments. They report to the Artistic Director.

This role is a ¾ time, permanent position: part-time January to April, full time May to December. The position is in-person, based out of our offices on Granville Island. The salary range for this role (at ¾ time) is \$42 000 - \$48 000, plus benefits.

Duties & Responsibilities:

Festival Preparation:

- Solicit Festival and Winter/Spring season publisher pitches, and compile information for AD.
- With AD, revise and prepare invitations and track status once issued, following up when required.
- With AD and Development Manager, support foreign travel grant applications.
- With Operations Manager, review systems, Letters of Agreement, and forms.
- Issue Letters of Agreement to participating Festival authors.
- With AD, liaise with publicists and authors regarding all aspects of an author's participation in the VWF.
- In consultation with publicists and/or authors, book travel and hotel as required
- Work with Granville Island Hotel to manage block of festival rooms and stays for visiting authors, moderators and publishers.
- Compile list of advance reading copies and finished copies of festival books; track arrival of these, and follow up with publicists for copies that have not arrived.
- Mail or deliver books (or PDFs, if books not available) to moderators as required.
- Prepare and assemble author information packages for the October Festival.

- Liaise with other VWF departments on shared tasks. For example, work with Volunteer Operations and Transportation Coordinator on author transportation; communicate authors' audio/visual requirements to Production team.
- During Festival-week, manage the daytime author hospitality suite (Quarterdeck) including liaising with hotel staff to organize daily coffee/tea service.

Year-Round Events:

- Request and compile publicity materials for participating authors and moderators to share with marketing team.
- Support, in-person, events throughout the year (evenings and weekends sometimes required).
- Deliver author/moderator payment instructions to Operations Manager as events occur.
- Assist AD and Marketing Manager with some copy writing and proofreading of event copy.
- Research forthcoming books, publishing trends and potential speakers to share with AD.
- Support development and membership events as needed, including AGM, Book Sale, Member Event, Fundraisers and Opening Reception.

General administration:

- Use (and improve upon) existing systems to manage, track and update participant information, travel, grants, and accommodation (Airtable, Excel, Asana).

Qualifications:

- Experience in publishing and/or bookselling, as well office administration and event logistics

Essential Skills

- Exceptional written and verbal communication skills.
- Professional, focused, organized.
- Ability to balance multiple high priority projects simultaneously.
- Attention to detail and accuracy.
- Technological proficiency and typing competency.
- This role involves some occasional light lifting of books and event gear (10-20 lbs) and a moderate amount of moving between various locations on Granville Island, during Festival week and on event days.

Highly Desirable Skills

- Experience working or volunteering in not-for-profit environment.
- Creative and resourceful thinking skills.
- Demonstrated interest in literature, current events, and politics.
- Event planning

Interpersonal Skills

- Thrives in a fast-moving, collaborative environment.



- Self-motivated, independent worker, takes initiative.
- Able to synthesize and communicate complex ideas.
- Empathetic

How to apply:

Please submit your cover letter and resume to info@writersfest.bc.ca as a single PDF document with the email subject line: Programming Coordinator Application - [your name]

Label your PDF file: Programming Coordinator Application - [your name]

Deadline to apply: 15 February 2026

The Vancouver Writers Fest strives to create a welcoming and accessible space for everyone to engage with ideas that can transform our world. We are an equal opportunity employer, and committed to supporting an inclusive, diverse, and accessible environment. We recognize and value the diverse experiences that each member of our team brings, and we encourage applications from members of underrepresented groups, and anyone who is excited about joining our team.

If you experience any accessibility barriers in applying for this position, please don't hesitate to reach out to us at info@writersfest.bc.ca to discuss how we can better support you.

We thank all those who apply. Only applicants who are selected for an interview will be contacted.