



VOTING RIGHTS PROJECT COORDINATOR

JOB TYPE

Part time. \$10,000 stipend (or short-term, part-time staff). 20 hours per week. Commitment is from February 2020 to May 2020.

LOCATION

Position is primarily remote. However, Voting Rights Project Coordinator should attend bi-weekly leadership meetings at NextSpace in downtown Berkeley (every other Tuesday, 10:30 am - 12:30 pm; schedule to be provided) and must attend the Festival on May 2 & 3, 2020. The Project Coordinator must also attend select (typically remote) planning meetings related to programming and activists/exhibitors.

ABOUT THE FESTIVAL

The two-day annual Bay Area Book Festival (BABF) is a community cultural experience like none other in the Bay Area. It brings hundreds of leading authors and 25,000 festivalgoers to downtown Berkeley over one jam-packed weekend of keynotes, interviews, panels, performances, and an exciting, interactive outdoor fair. We are dedicated to fostering cross-cultural appreciation and international understanding through literature, and we seek to continually expand our programming to reflect, engage, and appeal to audiences that have been historically underserved in literary spaces. The Graton Rancheria has been involved in the Festival for the past two years, helping to bring Native authors and sending Graton teens to read their contributions to *The Graton Anthology*, an essays compilation developed through a youth program we present together.

ABOUT THE VOTING RIGHTS INITIATIVE

In 2020, the Bay Area Book Festival will present a Voting Rights Program, reflecting the 2020 election year. The program will highlight voter suppression of Native Americans—one of the most egregious examples of the centuries-long marginalization of Native people—and other minority groups. Leading authors and top activists on voting rights issues will travel to the Festival discuss the topic and engage audiences. The Voting Rights Program will occupy one Festival venue entirely and will present keynotes, panel discussions, and film screenings throughout the day; activist organizations will present their work in exhibitor booths adjacent to the program venue. Our intention is to educate the Festival audience and inspire them to take action, whether by donating, signing up to volunteer, or committing to spreading the word. People are asking what they can do for 2020 that would matter most. Countering voter suppression is a powerful and strategic way to help.

ABOUT THE POSITION

The **Voting Rights Project Coordinator** role will take you behind the scenes of creating a world-class literary festival and activist event, involving you directly in the planning for the Voting Rights Program, engaging you with some of the nation's top activists and authors, enriching your marketable skills, and resulting in excellent work samples, valuable professional connections, and a unique experience for your resume. This position offers a great deal of responsibility and opportunity. You will experience firsthand the lifecycle of an event, manage many components of a complex program, and troubleshoot issues as they arise. Additionally, you will gain valuable mentorship in civic engagement and activism.

DUTIES

- With the planning team, discuss emerging voting rights themes and brainstorm ways to address these themes in publicity and outreach efforts

- In collaboration with the Festival's Program Director and Voting Rights Program Director, conduct outreach to participating authors, activists, moderators/interviewers, and activist organizations to confirm and organize participation; follow up as directed.
- Assist with logistics of travel and other participation details for attending authors and activists.
- Play a key role in orchestrating the exhibitor portion of the event, helping to coordinate participants, ensure that they are sufficiently staffed, etc.
- Collaborate with Festival's Program Director and Voting Rights Program Director on development of event titles and descriptions.
- Check program description content for consistency, clarity, typos, etc.
- Interface with venue staff and assist with festival-goer customer service, including activist exhibitors.
- Direct venue volunteers as needed during festival weekend, including any Graton youth who are assisting at the exhibitor booths.
- Other duties as assigned.
- Write a Summary Memo for Festival Leadership. This 1-2 page debrief memo, submitted after the event, will include: 1) review of what went well, in both your own performance and the event overall, 2) areas that could use improvement or consideration, also in both areas, 3) thoughts on how this experience helped inspire or prepare you professionally. The Summary Memo will be due two weeks after the Festival – the week of May 11th, 2020.

QUALIFICATIONS

- Member of the Graton Rancheria community
- Associate's Degree (AA), Bachelor's Degree (BA), or High School Graduate with 2+ years of work experience
- Strong interest in Native issues, activism, voting issues, or politics and leadership in general
- Exceptionally strong writing skills and a sharp proofreading eye
- Strategic thinking abilities to target research, writing, and personal interactions effectively toward the intended audience
- Friendly manner; ability to interact productively upon meeting someone new; experience engaging respectfully with people of diverse backgrounds
- Openness to shifting gears and taking on new tasks as needed

BABF is committed to building a culturally diverse team and strongly encourages applications from people of color, Queer identified, disabled, and gender nonconforming individuals.

To apply, please email a cover letter and resume to Sabrina Werts at sabrina@baybookfest.org by midnight on **Friday, February 28th, 2020**. The cover letter should describe your relevant experience and education, and tell us why you're interested in this position. If you have any questions or concerns, please email sabrina@baybookfest.org.