Bellevue College Book/Tech Fest Coordinator

Position Description:

The Book/Tech Fest Coordinator will be the primary point of contact for marketing, outreach, logistics and implementation of the fair. The objective is to make sure the Book/Tech Fest has adequate authors, presenters, and runs smoothly. The coordinator will also find, train, and develop schedules for campus and community volunteers. The coordinator will assist in working with campus stakeholders to ensure buy-in and interest as well as negotiating solutions to logistical issues such as parking, safety, cleaning, traffic flow, etc. (Please note that area networking and volunteers for the XR hackathon are well under way.)

Commitment:

* 16 hours per week planning and logistics prior to the Fest
* $18/hr
* More concentrated work will be necessary during the first 3 days of the event

Theme: Change for Good

The book/tech fest will track the development of storytelling from the oldest oral traditions through books, to graphic novels, and beyond to today’s AR and VR (XR) worlds.

Rough Agenda of the Fest

• *Tentatively*: March 6-10th

-Evening 3/6: evening event: meet the authors – ticketed only (perhaps 6-9 pm)

-Day 3/7: 10 am – 6:00 pm begin the event, authors set up, set up payment location for purchases

-Day 3/8: 10 am – 2:00 pm book tabling continues

2 pm – transition to hackathon

5 pm hackathon begins

-Day 3/9 Hackathon continues

-Day 3/10 Hackathon ends at 2:00 pm with awards ceremony

Reports to: Dean of the Library and eLearning

Location: Bellevue College Library

Main responsibilities:

• Assist in the recruitment of authors and presenters

* Support the Dean of the Library and eLearning in planning and negotiating arrangements with local stakeholders

• Hire, train, and schedule book fair volunteers.

• Assist authors and presenters in set up and logistics.

• Assist fair participants and provide problem solving as required.

• Other tasks as needed

Requirements:

* Experience in marketing and project management
* 2 years of book fair/event management experience preferred
* A love of books and technology, with a vision for the connections between art, technology and literature
* Excellent customer service skills, and strong interpersonal skills
* Detail oriented with strong organizational skills
* Works well in stressful situations and can problem-solve on the fly
* AA degree preferred

Logistical Requirements

* Valid driver’s license with good driving record required
* Evening hours and overnight travel as needed
* Ability to lift/carry up to 50 lbs, push/pull cases up to 300 lbs. Reasonable

accommodations can be made for individuals with disabilities

* Professional business attire and appearance

To apply:

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For questions:

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