



## Program Coordinator (Literary Events & Festivals)

### ABOUT CITY OF ASYLUM PITTSBURGH

City of Asylum Pittsburgh is a 501(c)(3) nonprofit that builds a just community by protecting and celebrating freedom of creative expression. We provide sanctuary to endangered literary writers and artists, so that they can continue to create and their voices are not silenced.

We offer a broad range of free literary, arts, and humanities programs in a community setting to build social equity through cultural exchange. And by transforming dilapidated properties into homes for our programs, we anchor neighborhood economic development.

City of Asylum was founded in 2004 and is the largest writer sanctuary in the world. Located in Pittsburgh, PA, we are the U.S. headquarters of the International Cities of Refuge Network (ICORN), and we do important work locally, nationally, and globally. We present over 120 free arts and humanities events annually in Pittsburgh. Our international peers now deem us “the model for what a City of Asylum can be...expanding the idea of what is possible.” Our neighbors credit us with breaking down barriers of race, gender, and class in our community.

### JOB DESCRIPTION

The Program Coordinator oversees planning of City of Asylum’s literary events and festivals. To give an idea of the scope of one of City of Asylum’s festivals, the 2024 Jazz Poetry Festival consisted of 7 events involving 58 poets and musicians. The Program Coordinator is a member of the 4-person Programming Department.

### GENERAL DUTIES & RESPONSIBILITIES

Event Preparation for Literary Programs & Festivals (approx. 60 events per year)

- Arrange travel for visiting authors and musicians (e.g., flights, lodging, ground transportation)
- Secure room blocks at hotels for festivals
- Manage artist houses if not in use by a City of Asylum Writer in Exile
- Work with the on-site bookstore to ensure appropriate books are stocked for events
- Prepare event moderators for literary conversations
- Transfer marketing material from writers/publicists to City of Asylum’s Marketing Manager and Marketing Coordinator

Artist Communications for Literary Programs & Festivals (approx. 60 events per year)

- Once an event is booked, act as the primary point of contact between the organization and literary artists (e.g., writers, moderators, publicists, agents)
- Topics of communications include: determining travel needs, setting up honoraria payments for artists, collecting tax information, collecting artist demographics

Event Execution (approx. 60 events per year)

- Prepare green room for artists
- Oversee book signings

Additional Responsibilities

- Other duties as assigned

## **WORKING HOURS**

The Program Coordinator can flex their schedule but must be present to work all literary programs and storytelling programs. Here's a sample weekly schedule:

- Sunday: 10am–6pm OR 1pm–9pm
- Monday: 10am–6pm
- Tuesday: 1pm–9pm
- Wednesday: 10am–6pm
- Thursday: 10am–6pm

In addition to year-round programming, City of Asylum presents Jazz Poetry Month (7–10 dates throughout the month of May) and LitFest (last weekend of September). The Program Coordinator must be available for both festivals.

## **EXPERIENCE & SKILLS**

Required:

- 2 years of event planning experience
- Experience with Google Suite
- Excellent communication and interpersonal skills
- Full COVID-19 vaccination by the start of employment
- Commitment to the values of Equity, Diversity, and Inclusion

Preferred:

- Experience arranging travel (flights, lodging, ground transportation)
- Experience with author events
- Interest in literature, the arts, human rights, and/or international issues

## **COMPENSATION & BENEFITS**

This is a full-time non-exempt position with a flexible schedule.

- Wage: \$21.50 per hour x 40 hours per week (approximately \$44,720 per year)
- Healthcare: \$250 monthly pre-tax reimbursement
- Short-term and long-term disability coverage
- Simple IRA with 3% match
- 12 days of PTO per year, with an increase after 2nd year
- 8 paid holidays
- Discounts at in-house restaurant and bookstore

## **NON-DISCRIMINATION POLICY**

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law. City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minority group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at [info@cityofasylum.org](mailto:info@cityofasylum.org) or call 412-435-1110.

## **HOW TO APPLY**

City of Asylum is dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) candidates. In building an equitable work environment, the organization values diverse backgrounds, perspectives, and skill sets. City of Asylum is committed to building a team that reflects its values and encourages all interested candidates to apply.

**To apply, please email a cover letter and resume to [jobs@cityofasylum.org](mailto:jobs@cityofasylum.org) with “Program Coordinator” in the subject line.** Applications will be reviewed starting Monday, February 10, 2025.