

Position title: Bloomsday Event Manager

General Responsibilities: take over role of planning and carrying out of the Bloomsday 2017 festival
In collaboration with the appropriate Bloomsday committee/personnel:

Tasks

- Develop and expand a detailed schedule of events to be featured at Bloomsday.
- Handle all logistical details of Bloomsday's programming over the period of the Festival
- Act as liaison with venues and performers
- Ensure that any audio-visual materials are set up at each venue
- Provide marketing and promotional support. This includes reaching out to media outlets to cover the event. It will require building on contacts established as well as developing new ones
- Keep the website updated and accurate in collaboration with the IT manager
- Prepare payment requests for the treasurer
- Delegate tasks to volunteer coordinators
- Produce promotional material and organize for its distribution
- Prepare registration procedures and lists of participants
- Answer requests for information
- Send formal thank you notes to performers, participants, partners
- Produce final report on the Festival

Requirements

- Knowledge of Irish literature and particularly of James Joyce
- Experience of event organization with the community
- Knowledge of computers and of social media apps
- Very good writing and editing skills
- Bilingualism preferred

Contract Position

Contract: 5,000\$ (approximate expectation: 300 hours of work)

Dates: March 1, 2017 – June 30, 2017

Please apply by submitting a 1 page preliminary proposal and CV, forwarded to:

Dave Schurman at bloomsdaymontreal@gmail.com

Background

Bloomsday celebrates Thursday 16 June 1904, the day depicted in James Joyce's novel *Ulysses*. Famous for its innovative style, stream of consciousness technique and extremely frank, very amusing and often controversial language, *Ulysses* takes us through a day in the life of Leopold Bloom, an Irish Jew.

Bloomsday Montréal — Growing & Engaging a Wider Audience

We are the largest Bloomsday festival in Canada with event-filled days that stretch over five to six days. We bring down the curtain on Bloomsday itself — June 16. Over the years, festivalgoers have come to enjoy an expanding variety of educational, cultural and social events.

In October 2014, Festival Bloomsday Montréal became a registered non-profit organization, managed and organized entirely by volunteers. All funds derived from donations and registrations are used to produce the festival. Activities are open to the public and many are free of charge. The Canada Revenue Agency granted charitable status to Festival Bloomsday Montréal in April 2015.

For more information go to the website: bloomsdaymontreal.com