



FOLD ACADEMY TECH ASSISTANT

The FOLD Foundation hosts the annual Festival of Literary Diversity – Canada’s first festival for diverse authors and storytellers, located in Brampton, Ontario. The Planning Team for the FOLD is comprised of volunteers who are committed to bringing diverse stories to the Brampton-based festival each year and promoting and cultivating diverse voices year-round.

The FOLD Academy Tech Assistant is responsible for curating the monthly FOLD Academy webinars.

This post is year-round, with a primary focus on the FOLD off-season period that stretches from September – end April.

THE ROLE

- Attending monthly planning meetings, second Sunday of the month in Brampton
- Under supervision of the Artistic Director, responsible for planning and coordinating the FOLD Academy Webinar series every fall season (September – April, 5-6 webinars a season)
- Training featured authors in use of the Zoom webinar software on the day of the event
- Curating author line-up and topics for the webinar series in conjunction with the Artistic Director
- Working with the Communications Coordinator to ensure all needs are met for webinar authors
- Reading diversely year-round to contribute to on-going programming discussions
- Promoting a safe and positive environment during events

THE REQUIREMENTS

- Ability to work with minimal supervision
- Excellent people skills
- Passion for books
- Proximity to Brampton

CONTACT

For more information, or to send along your resume or CV, email Communications Coordinator Amanda Leduc at [info\(at\)thefoldcanada\(dot\)org](mailto:info@thefoldcanada.org).