



VIRTUAL EVENT TECH HOST

The FOLD Foundation hosts the annual Festival of Literary Diversity – Canada’s first festival for diverse authors and storytellers, located in Brampton, Ontario. Last year, the festival moved to a virtual delivery in response to the pandemic. In 2021 the festival will also take place virtually, on a new platform with Zoom as the back-end delivery option.

The FOLD is looking for a VIRTUAL EVENT TECH HOST to run events for the FOLD 2021 Virtual Fest. Under the direction of the FOLD’s Executive Director, the VIRTUAL TECH HOST will provide supervision and technical direction for all FOLD 2021 festival events.

The VIRTUAL TECH HOST is a seasonal, part-time paid contract. The successful applicant will receive an honorarium of \$2000.

Part-time hours of approximately 2-6 hours per week would begin April 15. Contract would end May 15. The successful applicant would need to be completely and exclusively available to work FOLD events May 1-8 and May 15 (12pm ET to 10pm ET, with breaks throughout the day). They would also need to be available on the evenings of April 28 and April 30 and for training on April 25.

THE ROLE

- Preparing the session speaker assignments for the Zoom platform
- Sending links and reminders to authors and moderators as needed
- Attending training for FOLD Volunteers and production meetings (April 15 – April 30)
- Supervising the technical aspects of all FOLD events
- Other duties related to the Zoom platform and delivery of events as they arise

THE REQUIREMENTS

- Impeccable internet connection, preferably hard-wired
- Previous experience hosting events on Zoom
- Strong communication and interpersonal skills

HOW TO APPLY

- To apply, please fill out the form on the link provided.
- On the application, you will need to provide personal information and answer a few questions
- You will have the opportunity to include a link to a Zoom event that you have hosted
- You will also need to apply a resume or cv
- You do not have to attach a cover letter

CONTACT

For more information, email [info\(at\)thefoldcanada\(dot\)org](mailto:info@thefoldcanada.org).