

## **Regional Event Facilitator: Position Description**

### **General Responsibilities**

The role of the Regional Event Facilitator is to start a series of events for writers in their respective region (Grande Prairie, Fort McMurray, Lethbridge, or Airdrie, and surrounding communities) and pursue sponsorships or other resources that may help the events continue regularly. Event formats may include (but are not limited to) professional development presentations, writing workshops or classes, or open mics.

Over a six-month contract period, facilitators will be expected to devote 100 hours to:

- planning and executing four events in their respective regions, with more if contract hours permit
- seeking sponsorships, in-kind support, and other sources of funding and support in the community
- seeking resources to continue events in the community following the contract period, e.g. volunteer network, funding to continue support for a regional facilitator, community partnerships, etc.

### **Communication and Type of Work**

- Event facilitation includes choosing formats, scheduling dates, choosing and liaising with venues, hiring presenters, recruiting volunteers, and coordinating promotion. Facilitators may be hosts, emcees, or presenters at events if they choose.
- Facilitators are to pursue relationships with potential sponsors and volunteers in the community to support events, and possibilities to support future events beyond the contract period.
- Facilitators should communicate regularly with the WGA, on a minimum of a bi-weekly basis, about event budgets, what costs are supported by community sponsors and what is required from the WGA, progress of events, and feedback from event participants.
- Facilitators are required to be WGA members and are expected to be ambassadors for the WGA and promote our membership, services, and programs to event participants, and may direct queries to the WGA head office if participants seek to learn more.
- At the end of the contract in June 2020, facilitators must submit a final written report to the WGA with the final number and description of events, attendance figures, and a proposal for how regular events might continue in the community.

The contract will be in effect January – June 2020 and compensation will be \$2500, to be paid in two instalments in March and June 2020.

The contract is supported by the Aspiration Grant from the Rozsa Foundation.