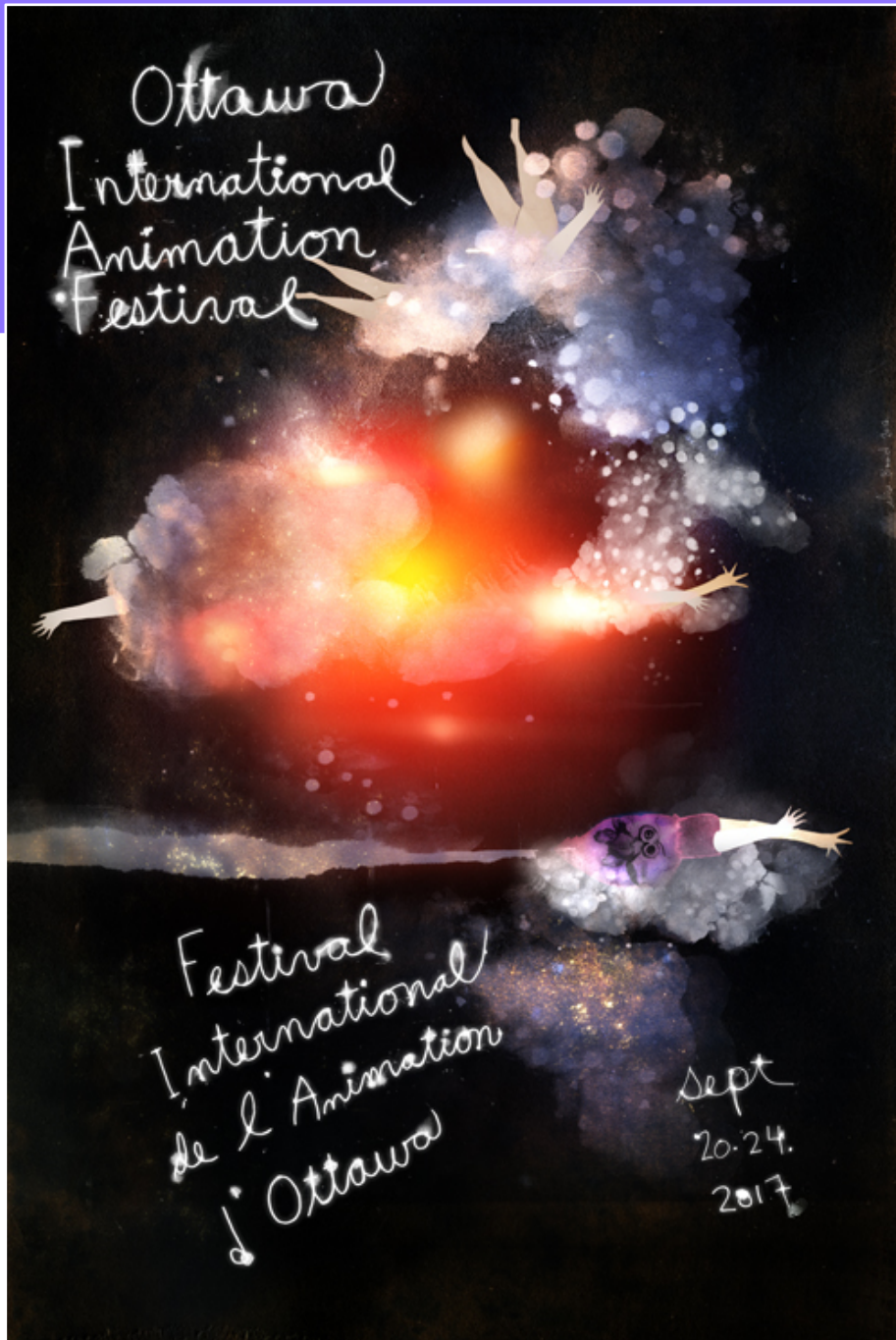


Volunteer Positions Guide

2017



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AIRPORT GREETER

The Festival receives a large number of international guests on the Monday, Tuesday and Wednesday of the Festival week and we need your help greeting them as they arrive in Ottawa.

Volunteers for this position would report to the OIAF Volunteer Desk at the Festival Office at Arts Court (2 Daly Ave, Suite 120) , and be provided a list of arriving guests and flight numbers. You will create signage with their names before being driven to the airport by an official Festival Driver.

This position usually consists of three volunteers, with one who will wait in International Arrivals, one in Domestic Arrivals and one at the special kiosk provided for us by the airport. You will gather the guests and take them to the Festival Drivers. At the end of your shift, a Festival Driver will drop you back at Arts Court.

This position requires flexibility as flight information is not always verified until after you have committed to the shift. If no one is arriving on the day you are scheduled, you may be asked to take on a new volunteer position during the same time slot instead of your role as Airport Greeter.

Multilingualism is an asset for this position, and you should expect to help with luggage.

ANIBOUTIQUE SHOPKEEPER

Throughout the Festival, merchandise is sold at the Aniboutique in the Arts Court Studio. If you have experience in retail and merchandizing, this position would be for you! Expect to be interacting with Festival guests, folding t shirts, handling money, and using a debit machine.

The Aniboutique runs daily during the Festival from Monday to Sunday in the Arts Court Studio (2 Daly Ave, 2nd Floor) from 9am to 9pm; volunteer shifts are generally 4 hours each.

ANIMATION CAREER FAIR (PROFESSIONAL DEVELOPMENT)

The Animation Career Fair is a trade show for animators, future animators and animation fans. It is held at Saint Brigid's Centre for the Arts.

There are a number of different positions available for volunteers including set-up, security and tear-down. Assist vendors set up their booths, or, keep an eye on things as security. You'll also be answering questions and giving directions in relation to different festival events going on at the time of your shift, and assisting the vendors with any needs (i.e. if vendors need a break or have to leave, you will be expected to stand in for them).

Moving and lifting heavy equipment is a requirement for this volunteer position. Volunteers for this position would meet at the venue at 310 St Patrick St.

ANIMATION CELEBRATION

Held on Wednesday, the first day of the Festival, the National Art Gallery holds the Animation Celebration for elementary school students to educate them on the art of animation along with the academic possibilities available to them.

Volunteer duties include setting up the site, monitoring capacity and answering questions pertaining to the event. Assigned volunteers are to report to the Festival representative on site. Lifting and moving equipment is required for set up and tear down.

ANIMATORS PICNIC

The Animators Picnic will be held on the Friday of the Festival. This action-packed day begins at 8:30 am with setting up the site. Passholders will start to arrive at 11:30 am and volunteers will be checking passes, handing out food tickets and serving drinks at the bar (SmartServe required and experience preferred).

Throughout the picnic, volunteers will be keeping things tidy and orderly. This is a Passholders event only, with big industry names in attendance, so helping out at this event is your only opportunity to check out the excitement. We would ideally like volunteers who can stay the whole day for this event and help tear down at 4:30pm. Some heavy lifting will be required, as well as standing for long periods of time. This is an outdoor event, so dress appropriately. Report to the festival representative on site at Rideau Falls Park at 50 Sussex Dr.

CHEZ ANI CAFÉ

Chez Ani Café will be set up in the Studio in the Arts Court Building and will be open for the duration of the Festival from 9am until 11pm daily. Your responsibilities will include being the barista/bartender, keeping the café clean, stocked and organized, handling cash and debit transactions, and monitoring the art on display around you.

Individuals interested in helping at the café must be 19 years of age or over and SmartServe certified, and past experience at the café or in a similar setting is an asset!

Please note that this position will require standing for long periods of time, and be sure that you have made your own arrangements for transportation home.

DELEGATE BAG STUFFER

Every Festival Passholder receives a bag of goodies when they pick up their pass.

Prior to the Festival, we need your help to fill all these bags. Come hang out on the Saturday before the Festival, listen to music in a low-stress environment, and stuff some bags! This is a great way to meet some of the other volunteers and is surprisingly fun! Some lifting required.

Please report to to the OIAF Volunteer Desk at the Festival Office at Arts Court (2 Daly Ave, Suite 120).

DRIVER HELPER

Throughout the Festival, the official Drivers shuttle Festival Guests (directors, speakers, etc), as well as Festival equipment from one venue to another. We need your help assisting these Drivers! Lifting and carrying is required. Please report to the OIAF Volunteer Desk at the Festival Office (2 Daly Ave, Suite 120) at Arts Court.

FESTIVAL RECEPTION – PASS PICKUP

There are a variety of passes available and Passholders will be picking them up at the Festival Reception Desk. Volunteers will report to the Registration Coordinator at the Arts Court Studio to help retrieve passes and hand out delegate bags. Other duties include taking messages, giving Festival information and other odd jobs. This is a great opportunity to meet people and welcome visitors from out of town. Reception starts on the Monday during the Festival week and runs throughout the duration of the Festival. Multilingualism is an asset.

FLOATING CREW

As a Floater Crew Member, you will report to the OIAF Volunteer Desk at the Festival Office in the Arts Court Building. From there, you will be directed to a position where you are most needed at that time, for example if a scheduled volunteer has called in sick, or an event needs an extra body, you will be sent in to help. This job is a perfect for those with a go-with-the-flow attitude who like variety in their work and being kept on their toes!

OFFICE ASSISTANT

This position runs during the Festival, is based out of the Festival Office in the Arts Court Building, and includes many different tasks depending on the day, such as office reception, running errands for Festival staff, creating and administering Festival Passes, distributing promotional materials, keeping the office organized, etc.

Keep in mind if the Festival has a last minute volunteer cancellation, you may be redirected to a different volunteer position for the remainder of your shift.

If you would prefer to assist in the office prior to the Festival, please see the separate posting.

OFFICE ASSISTANT - PRE-FESTIVAL

Want to help out in the office prior to the Festival? Fantastic! We need help assembling passes, answering phones and just doing odd jobs. Hours are 9:30am to 5:30pm. This is a great opportunity to get the inside scoop and become familiarized with the Festival before it begins. Please report the OIAF Volunteer Desk at the Festival Office at Arts Court (2 Daly Ave, Suite 120).

PARTY CREW

Throughout the Festival, the OIAF hosts a number of parties for Passholders including the Opening Party, Salon des Refusés, the Saturday Night Party and the Closing Night Party.

Responsibilities include set-up (lifting and carrying required), assisting at the door, and guiding guests. You must be at least 19 years of age for these positions. If you are interested in helping tend bar, you must be SmartServe certified. Most party shifts are late night starting at 10 pm, so please ensure you have a way to get home safely at the end of your volunteer shift. This position requires you to be comfortable standing for long periods of time.

POST-FESTIVAL CLEAN UP

The day after the Festival is over, there is still a lot of work to be done! You will get a good workout moving equipment from different venues and straightening up areas that were used for the Festival. Report to the OIAF Volunteer Desk at the Festival Office in the Arts Court Building. (2 Daly Ave, Suite 120) . Heavy lifting and carrying is a requirement is required for this position.

POSTER CREW STREET TEAM

Enjoy the outdoors and like to walk? Join our Street Team and help the spread the word about the Festival! Poster Crew will report to the OIAF Volunteer Desk at the Festival Office at Arts Court (2 Daly Ave, Suite 120) to pick up your route map, equipment, and be paired up with partner before hitting the streets.

SCREENINGS / SPECIAL PRESENTATIONS

Each year the Festival is host to several different events. The main attractions are the Retrospective and Competition film screenings, where we need your help presenting the best new animation to fans from around the world. We also present a number of workshops and talks on various topics pertaining to animation, plus hold events varying from art exhibits to special presentations with industry figures. Responsibilities for these events can include setting up venues, selling/taking tickets, helping to record attendance, escorting guests to their assigned seats, and helping out at the Mini-Aniboutique that is set up at each screening venue. Some lifting may be required.

SHUTTLE BUSES HELPER

In this position, volunteers will be help keep the shuttle buses running smoothly and on time between venues. Volunteers will be stationed at venue stops and communicate with shuttle bus Drivers via phone to ensure that guests arrive in a timely and orderly fashion. You will ensure that buses stay on schedule and will notify Venue Managers of upcoming arrivals so they can be prepared. If you are good with maps, communicate well, and are well-organized, this is the position for you! (Note: we will also have buses operating for the Animators Picnic.)

TAC VOLUNTEER (THE ANIMATION CONFERENCE)

TAC brings together key players in North America and international markets and provides a forum for active networking, practical information exchange, and trade in a comfortable and intimate environment. If you want to produce animation and meet people in the industry - this is the position for you!

Your responsibilities will include checking passes, supervising the doors, helping with registration, giving directions, and answering questions. Casual business attire is a MUST. TAC runs from Wednesday till Friday 8 am to 5:30 pm. You will report to the Team Leader on site at the Fairmont Chateau Laurier at 1 Rideau St.

TOON APPRENTICE DAY FOR TEENS

On the Friday of the Festival, the National Gallery dedicates itself to aspiring animation students by educating them on the art of animation along with the academic possibilities available to them. Jobs include set up and tear down of the site, monitoring capacity, and answering questions pertaining to the event. Assigned volunteers are to report to the Festival Representative on site at 380 Sussex Dr. Lifting and standing are required for this position.

VR ASSISTANT

Virtual Reality stations will be running during the Festival. Volunteer responsibilities include setting up, helping with sign-up sheet and assisting guests with headsets. Volunteers will report to the VR Team Leader at the Arts Court Building, exact location TBD.