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STEVE ANGEL  
HEAD GEAR ANIMATION

2019

OTTAWA  
INTERNATIONAL  
ANIMATION  
FESTIVAL

SEPT  
25-29

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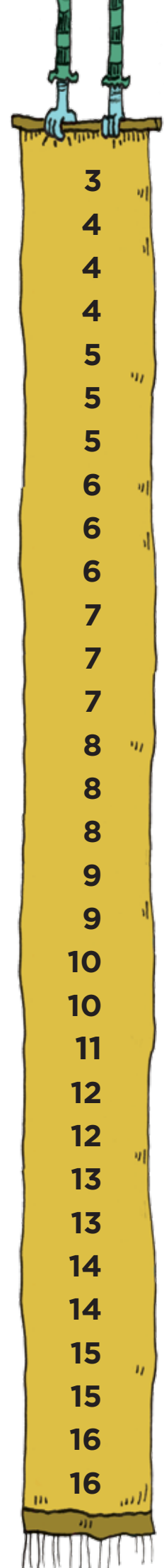
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# VOLUNTEERING FOR THE 2019 OTTAWA INTERNATIONAL ANIMATION FESTIVAL (OIAF)!

Want a fun way to get involved with the festival?

Maybe you'd like to increase your volunteer hours so that you can finish up a school credit? Or maybe you've heard that if you work two full shifts (approximately 8 hours) for the OIAF, you get FREE access to the screenings and talks at this year's Festival? Perhaps you know that you're going to be bored and looking for something fun to do in September?

**Well, look no further than Volunteering with the OIAF to solve all of your problems. The OIAF recruits a team of 200+ volunteers each year!**

**Don't wait too long to sign up or else you'll miss out.**

This festival is one of a kind, attracting movie buffs, art lovers, filmmakers, and cartoon fans from around the world, bringing them together in one place, for one special event, once a year. An event of this scale would not be possible without the enthusiasm, commitment, and hard work of the volunteers who faithfully support the Festival every year. Take a look through the various positions that the OIAF has to offer this year...

**OTTAWA  
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ANIMATION  
FESTIVAL**

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## **AIRPORT GREETER**

The Festival receives a large number of international guests at the beginning of Festival week, and we need your help greeting them as they arrive in Ottawa. You will be provided a list of arriving guests and flight numbers and then be driven to the airport by a Festival Driver.

**Days/Hours:** Mon Sept 23 to Wed Sept 25, hours vary

**Report to:** Guest Services Coordinator at the Festival Office

**Requirements/Responsibilities:** Flexibility! (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 do a different job during the same time slot). Multilingualism an asset, expect to help with luggage as well.

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## **ANIBOUTIQUE SHOPKEEPER**

Throughout the Festival, merchandise is sold at the Aniboutique in the Arts Court Studio. If you have experience in retail and merchandising, this position is for you!

**Days/Hours:** Mon Sept 23 to Sun Sept 29, 8:30am - 9:30pm

**Report to:** Aniboutique Manager in Arts Court Studio

**Requirements:** Experience with retail is a plus

**Responsibilities:** Customer service, folding t-shirts, handling money, using a debit machine, assisting shoppers with any queries, maintaining a clean and tidy shop.

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## **ANIMATION EXPOSÉ (ANIMATION CAREER FAIR)**

Animation Exposé, also known as the Animation Career Fair) is a trade show for animators, future animators, and animation fans.

**Days/Hours:** Fri Sept 27, 9:00am - 11:00pm

Sat Sept 28, 8:00am - 6:00pm

**Report to:** Team Leader at National Arts Centre

**Requirements:** Moving/lifting heavy equipment

**Responsibilities:** Assist with set-up and/or tear-down, check passes, act as security, answer guests' questions and provide information, assist vendors with any needs (i.e. if vendors need a break or have to leave, you will be expected to stand in for them).

## ANIMATORS PICNIC

This action-packed day begins with setting up the site, and pass-holders will start to arrive around 11:30am.

**Days/Hours:** Fri Sept 27, 8:30am - 5:00pm (one double shift)

**Report to:** Team Leader at Strathcona Park

**Requirements:** SmartServe a big plus. Must be able to work the whole day (double shift). Some heavy lifting. Able to stand for long periods of time, clothing appropriate for the weather

**Responsibilities:** Checking passes, handing out food tickets, serving drinks at the bar (SmartServe required and experience preferred), ensuring park is clean, assisting where needed.

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## CHEZ ANI CAFÉ

Chez Ani Café will open for the duration of the Festival, serving coffee/tea, snacks, and alcoholic beverages.

**Days/Hours:** Wed Sept 25 to Sun Sept 29, 8:00am - 9:30pm

**Report to:** Team Leader in Arts Court Studio

**Requirements:** 19+, SmartServe certified, experience in café/restaurant/bar, able to stand for long periods

**Responsibilities:** Acting as barista/bartender, keeping the café clean, stocked and organized, handling cash and debit transactions, providing guests with excellent customer service.

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## DELEGATE BAG STUFFER

Every Festival pass-holder 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!

**Days/Hours:** Fri Sept 21, 10:00am - 4:00pm (one double shift)

**Report to:** Volunteer Coordinator at Festival Office

**Requirements:** Some lifting

**Responsibilities:** Put together delegate bags, assist with other jobs and duties to prepare for the Festival, eat pizza, hang out with other volunteers and staff!

## **DRIVER'S HELPER**

Throughout the Festival, the official Drivers shuttle Festival Guests (directors, speakers, etc), as well as Festival equipment from one venue to another.

**Days/Hours:** Mon Sept 23 to Wed Sept 25, 9:00am – 6:00pm

**Report to:** Guest Services Coordinator at Festival Office

**Requirements:** lifting/carrying

**Responsibilities:** Assist Drivers with errands and transportation/delivery of goods, materials, guests, and/or equipment.

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## **FESTIVAL GENERAL HELPER**

This position runs during the Festival and includes many different tasks depending on the day. An excellent job for those who love being and helping out behind-the-scenes!

**Days/Hours:** Wed Sept 25 to Sun Sept 29, 9:00am – 5:00pm

**Report to:** Volunteer Coordinator at Festival Office

**Requirements:** Flexibility

**Responsibilities:** Assist with office reception, run errands for Festival staff, create and administer Festival Passes, distribute promotional materials, keep the office organized, act as a Float Crew if needed.

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## **FESTIVAL RECEPTION – PASS PICKUP**

There are a variety of passes available, and pass-holders will be picking them up at the Festival Reception Desk in the Arts Court Studio. This is a great opportunity to meet people and welcome visitors from out of town!

**Days/Hours:** Mon Sept 23 to Sun Sept 29, 8:00am – 9:00pm

**Report to:** Registration Coordinator in Arts Court Studio

**Requirements:** Friendly, polite, multilingualism an asset

**Responsibilities:** Help retrieve passes and hand out delegate bags, take messages, give Festival information, assist guests with any questions or queries, other odd jobs.

## FLOATING CREW

Report to the Volunteer Coordinator, and 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.

**Days/Hours:** Wed Sept 25 to Sun Sept 29, 9:00am - 9:00pm

**Report to:** Volunteer Coordinator at Festival Office

**Requirements:** flexibility, willingness to help wherever

**Responsibilities:** Be aware of the nitty-gritty of every position; you don't know where you'll end up!

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## PARTY CREW

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

**Days/Hours:** Wed Sept 25 to Sun Sept 29, 6:00pm - 2:30am

**Report to:** Team Leader at party location

**Requirements:** 19+, SmartServe a bonus, must be comfortable standing for long periods of time

**Responsibilities:** Set-up (lifting and carrying required), assisting at the door, and guiding guests. If you are interested in helping tend bar, you **must** be SmartServe certified. Most party shifts go into the wee hours of the morning, so please ensure you have a way to get home safely at the end of your shift.

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## 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.

**Days/Hours:** Mon Sept 30, 10:00am - 2:00pm

**Report to:** Volunteer Coordinator at Festival Office

**Requirements:** Heavy lifting, carrying, organizational ability

**Responsibilities:** Assist Festival staff with cleaning, sorting, organizing, and storing items for the next event.

## PRE-FESTIVAL GENERAL HELPER

Want to help out in the incredibly busy office prior to the Festival? This is a great opportunity to get the inside scoop and become familiarized with the Festival before it begins.

**Days/Hours:** Sat Sept 21 to Tues Sept 24, 9:00am – 5:00pm

**Report to:** Volunteer Coordinator at Festival Office

**Requirements:** Flexibility

**Responsibilities:** Assemble passes, answer phones, help with random odd jobs around the office.

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## SCREENINGS & TALKS

Each year the Festival hosts several different programs and Behind-the-Scenes talks with filmmakers and industry figures. We need your help presenting the best new animation to fans from around the world.

**Days/Hours:** Wed Sept 26 to Sun Sept 30, 8:00am – 10:00pm

**Report to:** Venue Manager at location

**Requirements:** Some lifting

**Responsibilities:** Set up venues, take tickets/check passes, help to record attendance, escort guests to their assigned seats, assist guests with any questions or queries, and help out at the Mini-Aniboutique that is set up at each screening venue.

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## TAC VOLUNTEER

The Animation Conference (TAC) is held at the Fairmont Chateau Laurier, and brings together key players in North America and international markets. It 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!

**Days/Hours:** Wed Sept 26 to Fri Sept 28, 8:00am – 5:30pm

**Report to:** Team Leader at Chateau Laurier

**Requirements:** Professional demeanour, casual business attire

**Responsibilities:** checking passes, supervising the doors, helping with registration, giving directions, and answering questions



## VR ASSISTANT

Virtual Reality stations will be open throughout the Festival at the Arts Court building, giving Festival-goers the unique opportunity to try state-of-the-art technology.

**Days/Hours:** Thur Sept 27 to Sun Sept 30, 10:00am to 1:00am

**Report to:** Team Leader at SAW Knot Project Space

**Requirements:** Interest in VR, good customer service

**Responsibilities:** set up, help with sign-up sheet, assist guests with headsets, troubleshoot as needed

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## WORKSHOP ASSISTANT

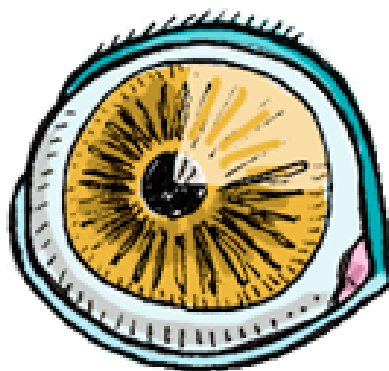
Each year the Festival hosts several different programs including hands-on opportunities for our guests to interact with animation beyond the screenings. These positions are best suited to animation students/graduates who have skills and experience in the industry to aid our guests with their exploration of the field.

**Days/Hours:** Sat Sept 28, 8:00am – 3:30pm

**Report to:** Team Leader at Ottawa Art Gallery

**Requirements:** Skills/Experience/Interest in Animation, good customer service, friendly and optimistic

**Responsibilities:** Set up venues, take tickets/check passes, help to record attendance, escort guests to their assigned seats, assist guests with any questions or queries, and help out at the Mini-Aniboutique that is set up at each screening venue.



# WHY VOLUNTEER FOR THE OIAF?

- Get a FREE volunteer pass to attend screenings & workshops
- Get a FREE volunteer OIAF t-shirt
- Learn about the world of animation film
- Make new friends and network connections
- Take a step out of day-to-day life
- Experience the joy of giving
- Have a lot of fun
- Learn & develop new skills
- Use existing skills in new and exciting ways



## HOW TO VOLUNTEER:

1. If you haven't already done so, REGISTER an OIAF account through the link found at the top of the festival website ([animationfestival.ca](http://animationfestival.ca)).
2. You will receive a confirmation e-mail. Click on the link in the email (this step is important!) and it will take you back to the website.
3. Log into your account, and click on "Volunteer Status."
4. Fill out the Volunteer Form indicating your availability and position preferences.
5. You will receive an email confirming that you have registered as a volunteer.
6. Within a few weeks you will receive either an e-mail or telephone call to register and confirm your assigned shifts.

# VOLUNTEER LEADERSHIP POSITIONS



**Friendly? Confident? Organized? Mature? Reliable?**

For those looking to take on more substantial volunteer roles at the Festival, we will be recruiting for several key leadership positions. These positions are best suited for repeat volunteers, people with expertise in certain fields, or those who want to gain leadership experience and beef up their resumes.

**NOTE:** Volunteer Leaders must have more time and flexibility than regular volunteers, as these positions span several days / hours.

Take a look through the Leadership Positions listed in the following pages. If you are interested in applying, please send your resume and position(s) of choice to:

**Xaviera Ablaza-Bokuluta**  
**Volunteer Coordinator**  
**[volunteer@animationfestival.ca](mailto:volunteer@animationfestival.ca)**

## ASSISTANT VOLUNTEER COORDINATOR

The OIAF wouldn't be the same without its dedicated team of volunteers. Work directly with the Volunteer Coordinator on-site and in the OIAF Office!

**Days/Hours:** Early September to early October, shifts to be determined

**Requirements:** Willingness to learn, personable, able to delegate, flexibility, willing to do a variety of tasks, and lots of availability during Festival Week (Sept 23 - 29) is a huge asset!

**Responsibilities:** Help coordinate volunteer shift schedule, assist with volunteer orientation, oversee volunteers, delegate tasks, prepare volunteers passes, answer phone calls/emails, be willing to complete the plethora of unforeseen tasks that will come up during Festival Week!



## ASSISTANT SPECIAL EVENTS COORDINATOR

Parties and special events are a huge part of OIAF. Work directly with the Special Events Coordinator in the office and on-site at some amazing parties!

**Days/Hours:** Late August/early September to early October, shifts to be determined

**Requirements:** Willingness to run around and do what needs to be done, flexibility, available most nights during Festival Week (Sept 25 to 29), have own transportation, SmartServe is an asset

**Responsibilities:** Assist with logistics and collection of supplies, prepare and post signage for each event, maintain constant communication with other teams to ensure successful execution of events, be on location for most parties to ensure that everything runs smoothly (and to troubleshoot as needed), handle a variety of other tasks that will pop up when least expected!

## TAC ASSISTANT

TAC (The Animation Conference) is held at the Fairmont Chateau Laurier, brings together key players in North American 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!

**Days/Hours:** Tues Sept 24 to Fri Sept 27, 7:30am to 5:30pm

**Requirements:** Professional demeanour, casual business attire, able to work independently, leader, excellent at multi-tasking

**Responsibilities:** Assist Festival staff with pre-event logistics and move-in, supervise volunteers, delegate tasks, assist with registration, make sure everything is running smoothly, assist wherever necessary, help with move-out at the end of the conference.



## ANIMATION EXPOSÉ TEAM LEADER

Animation Exposé is a full-day event, hosting a number of talks and screenings on various topics pertaining to animation, and is an opportunity for those looking to break into the industry, as well as fans, to get to look behind the scenes of the industry.

**Location:** National Arts Centre

**Day/Hours:** Sat Sept 28, 8:30am to 6:30pm

**Requirements:** Responsible, personable

**Responsibilities:** Assist Festival staff with event logistics, train volunteers, oversee and delegate tasks to volunteers, interact with and assist guests.

## INGENIUS JR DAY TEAM LEADER

InGenius JR Day is a full-day event dedicated to teaching kids and youth about the many wonders of animation through special workshops and screenings made just for kids. The OIAF is looking for a Team Lead to help with conducting the volunteers on site for the day and assisting with workshops and visitor inquiries as needed.

**Location:** Ottawa Art Gallery

**Day/Hours:** Sat Sept 28, 8:30am to 8:30pm

**Requirements:** Responsible, friendly, enthusiastic, enjoys working with kids

**Responsibilities:** Assist Festival staff with event logistics, train volunteers, oversee and delegate tasks to volunteers, interact with and assist kids, youth and families.



## CHEZ ANI CAFÉ TEAM LEADER

Chez Ani Café is set up in the Arts Court Building and will be open for the duration of the Festival, serving coffee, snacks, and alcoholic beverages.

**Days/Hours:** Wed Sept 25 to Sun Sept 29, 8:00am to 9:30pm (you will not be scheduled for the entirety of these hours, but your shifts will be within these hours)

**Requirements:** SmartServe, experience with serving/bartending, personable, energetic, able to multi-task, able to delegate

**Responsibilities:** run the cafe - train volunteer bartenders/baristas, keep cafe organized, handle cash and debit transactions, provide excellent customer service.

## AIRPORT GREETER TEAM LEADER

The Festival receives a large number of international guests at the beginning of Festival week, and we need your help greeting them as they arrive in Ottawa. You will be in charge of a team of greeters, who will welcome guests and escort them to our Festival Drivers, so they can be shuttled to their destination.

**Location:** Ottawa International Airport

**Days/Hours:** Mon Sept 23 to Wed Sept 25, hours will vary

**Requirements:** Friendly, personable, welcoming, able to delegate

**Responsibilities:** Retrieve the day's flight schedule and signage for each guest from Guest Services. Assign team to locations (you work in a team of three; one in domestic arrivals, one in international arrivals, and one at our Kiosk), oversee and ensure that guests and luggage get to the drivers in a timely manner. Anticipate flight delays and plan accordingly. Maintain constant communication with Guest Services Coordinator.



## VIRTUAL REALITY TEAM LEADER

Virtual Reality Stations will be open throughout the Festival at the Arts Court Building, giving Festival-goers the unique opportunity to try out state-of-the-art technology.

**Days/Hours:** Thurs Sept 26 to Sun Sept 29, 10am to 9pm (you will not be scheduled for the entirety of these hours, but your shifts will be within these hours)

**Requirements:** Familiarity with VR systems, technical experience/able to troubleshoot, personable

**Responsibilities:** train volunteers to use and troubleshoot VR equipment, oversee all volunteers and locations, ensure everything runs smoothly, assist guests as needed.

## ANIMATORS PICNIC TEAM LEADER

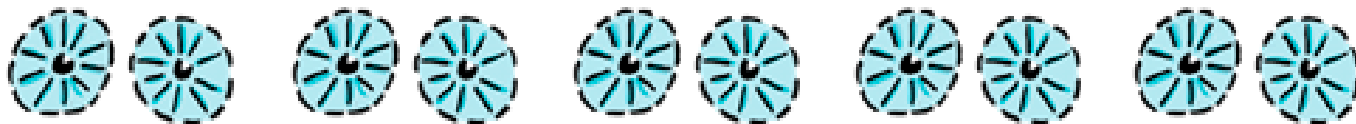
The Animators' Picnic is a festival favourite with big industry names in attendance. Guests at this Passholders-only event enjoy a complimentary lunch and a pumpkin carving contest.

**Location:** Strathcona Park

**Day/Hours:** Fri Sept 27, 8:30am to 5:00pm

**Requirements:** SmartServe, experience overseeing a team, responsible, First Aid/CPR an asset

**Responsibilities:** Assist with event coordination, train and oversee volunteers, delegate tasks, oversee break schedule and ensure that volunteers actually take a break, resolve issues as needed



## NIGHT OWL TEAM LEADER

Night Owl is a late-night party filled with music, gaming, animation, drawing, and drinks, and is a chance for festival attendees to let loose after a busy few days. This year we are taking over the Arts Court!

**Day/Hours:** Sat Sept 28, 6:00pm to 3:00am

**Requirements:** Own transportation home, SmartServe, able to work in a fast-paced and highly stimulating/energetic environment, able to multi-task

**Responsibilities:** Assist with event coordination, oversee and delegate tasks to volunteers, assist guests as needed, handle any issues that arise, ensure volunteers have a break.



# QUESTIONS?



## FESTIVAL OFFICE

Suite 120 - 2 Daly Ave, Ottawa, ON  
K1N 6E2

Tel: 613-232-8769 Fax: 613-232-6315

Email: [volunteer@animationfestival.ca](mailto:volunteer@animationfestival.ca)

Web: [www.animationfestival.ca](http://www.animationfestival.ca)



## VOLUNTEER COORDINATOR

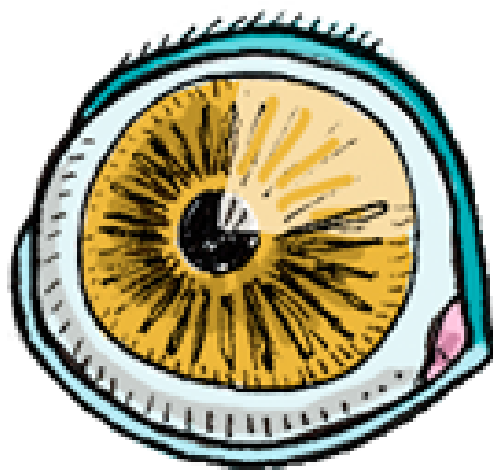
Xaviera Ablaza-Bokuluta

[volunteer@animationfestival.ca](mailto:volunteer@animationfestival.ca)

613-232-8769

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**REGISTER AT:**

**WWW.ANIMATIONFESTIVAL.CA**