

2018 VOLUNTEER POSITION GUIDE

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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 24 to Wed Sept 26, hours vary

Report to: Guest Services desk 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.

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 24 to Sun Sept 30, 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.

ANIMATION CAREER FAIR

The Animation Career Fair is a trade show for animators, future animators, and animation fans. This year, it is being held at the National Arts Centre.

Days/Hours: Sat Sept 29, 6:30am - 7:00pm

Report to: Team Leader at NAC

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 28, 8:30am – 5:00pm (one double shift)

Report to: Team Leader 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.

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 26 to Sun Sept 30, 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.

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 22, 10:00am – 4:00pm (one double shift)

Report to: Volunteer desk 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 24 to Wed Sept 26, 9:00am – 6:00pm

Report to: Guest Services desk at Festival Office

Requirements: lifting/carrying

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

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 26 to Sun Sept 30, 9:00am – 5:00pm

Report to: Volunteer desk 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.

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 24 to Sun Sept 30, 8:00am – 9:30pm

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 26 to Sun Sept 30, 9:00am – 9:00pm

Report to: Volunteer desk 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!

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 26 to Sun Sept 30, 6:00pm – 2:00am

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/carrying required), assist at the door, and guide 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. The consumption of alcohol during all volunteer shifts is strictly prohibited.

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 Oct 1, 10:00am – 2:00pm

Report to: Volunteer desk at Festival Office

Requirements: Heavy lifting, carrying, organizational ability

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

POSTER CREW STREET TEAM

Enjoy the outdoors and like to walk? Join our Street Team and help the spread the word about the Festival! Report to the Volunteer Coordinator to pick up your route map and equipment, and be paired up with partner before hitting the streets.

Days/Hours: Early September, 4:00pm – 8:00pm

Report to: Volunteer desk at Festival Office

Requirements: must enjoy walking

Responsibilities: Hang posters on poster collars and in stores on your designated route, talk to interested people about the Festival.

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 22 to Tues Sept 25, 9:00am – 5:00pm

Report to: Volunteer desk at Festival Office

Requirements: Flexibility

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

SCREENINGS & TALKS

Each year the Festival is host to several different events. 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.

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.

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

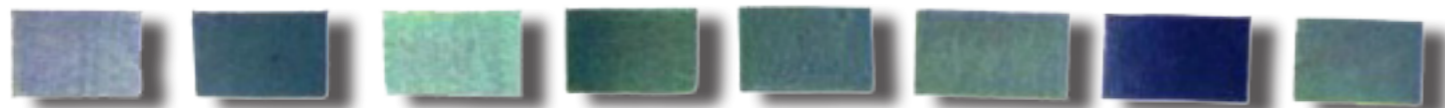
Virtual Reality stations will be open throughout the Festival at the Arts Court building, giving Festival-goers the unique opportunity to try state-of-the-art technology.

Days/Hours: Thur Sept 27 to Sun Sept 30, 10:00am to 9:30pm

Report to: Team Leader at SAW Media Gallery

Requirements: Interest in VR, good customer service

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

**NOTES**

FESTIVAL OFFICE

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