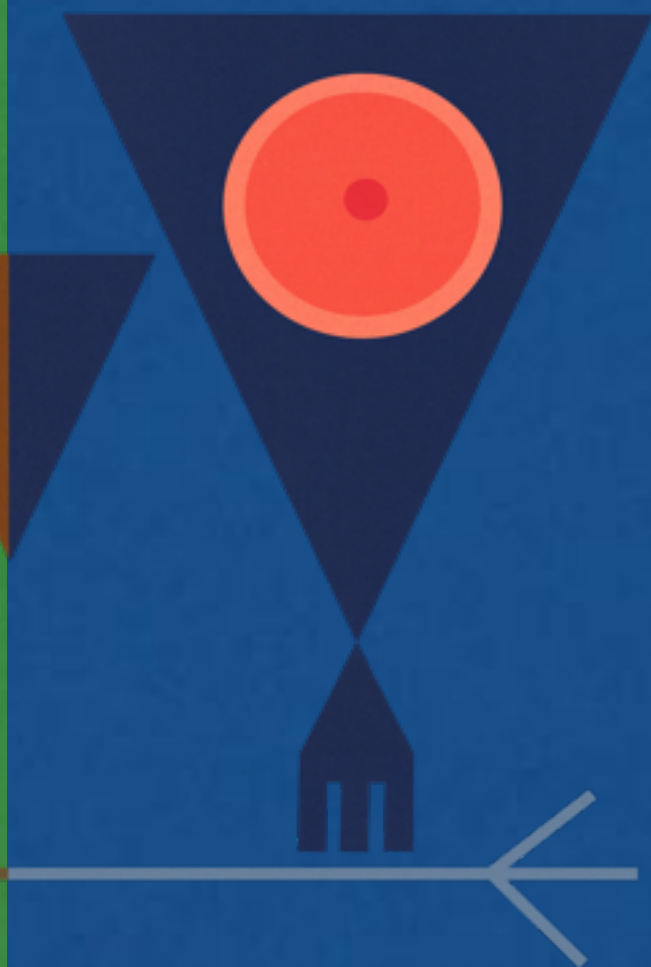
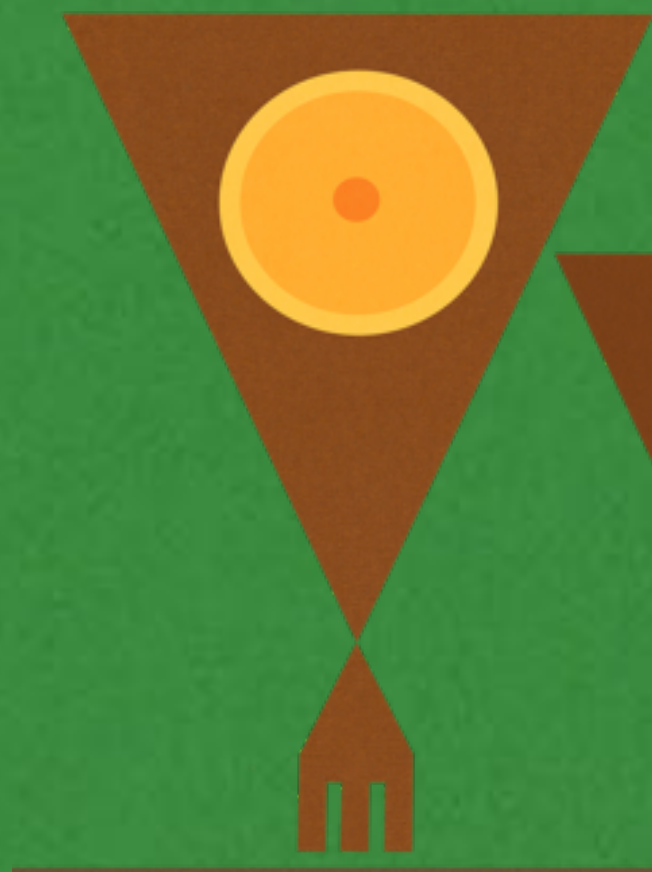


Ottawa
International
Animation
Festival

VOLUNTEER
POSITIONS
GUIDE
2023



20-24 Sept / 2023

animationfestival.ca

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Volunteering at the 2023 Ottawa International Animation Festival

Want a fun way to get involved with the Festival?

Maybe you'd like to increase your volunteer hours for high school?

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?

Maybe you'd like to meet animators and people in the animation industry?

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 animation 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...



Volunteering at the 2023 Ottawa International Animation Festival

Why Volunteer for the OIAF?

- Get a volunteer pass to attend screenings & talks
- Get a volunteer OIAF t-shirt
- Learn about the world of animated film
- Make new friends and network
- Try something different
- Have a lot of fun
- Learn & develop new skills
- Use existing skills in new and exciting ways

How to Volunteer?

- Fill out the Volunteer Form with your personal information, contact details and availability as well as position preferences. Click submit.
- You will receive an email confirming that you have registered as a volunteer.
- Within a few weeks you will receive either an e-mail or telephone call to register and confirm your assigned shifts.



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 with a list of arriving guests and flight numbers and then be driven to the airport by a Festival Driver.

Days/Hours: Tues Sept 19 and Wed Sept 20, 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.

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 18 to Sun Sept 24, 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 Exposé (Animation Career Fair)

The Animation Career Fair at Animation Exposé is a trade show for animators, future animators, and animation fans in the National Arts Centre.

Days/Hours: Fri., Sept. 22 12:00 pm - 8:00 & Sat Sept 23, 8:30am - 8:30pm
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

Experience this favourite OIAF event that's been going on since 1976.

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

Days/Hours: Fri Sept 22, 8:30 am – 5:00 pm (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.

Chez Ani

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

Days/Hours: Tues Sept 19 to Sun Sept 24, 8:00 am – 9:30 pm

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: Sat Sept 16, 10:00 am – 5:00 pm (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 18 to Sun Sept 24, 9:00 am – 6:00 pm

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.

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: Mon Sept 18 to Sun Sept 24, 9:00 am – 5:00 pm

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.

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 18 to Sun Sept 24, 8:00 am – 9:00 pm

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 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 20 to Sun Sept 24, 9:00 am – 9:00 pm

Report to: Volunteer Coordinator at Festival Office

Requirements: Flexibility, willingness to help wherever

Responsibilities: Read up about every position; you don't know where you'll end up!

Information Crew

Provide information to Festival attendees. This job is perfect for those who enjoy providing information, answering questions and who like variety in their work and being kept on their toes.

Days/Hours: Wed Sept 20 to Sun Sept 24, 9:00am – 9:00pm

Report to: Volunteer Coordinator at Festival Office

Requirements: Friendly, polite, multilingualism an asset

Responsibilities: Assist guests with any questions or queries and provide Festival Information.

Party Crew

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

Days/Hours: Wed Sept 20 to Sun Sept 24, 6:00 pm – 2:30 am

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.



Post-Festival Clean Up

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 18 to Sun Sept 24, 9:00 am – 6:00 pm

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.

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: Mon Sept 11 to Tues Sept 19, 9:00 am – 5:00 pm

Report to: Volunteer Coordinator at Festival Office

Requirements: Flexibility

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

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 20 to Sun Sept 24, 8:00 am – 10:00 pm

Report to: Venue Manager at location

Requirements: Some lifting

Responsibilities: Set up venues, check tickets and 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.



TAC Volunteer

The Animation Conference (TAC) is held at the Fairmont Château 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 a career in the business side of animation, this is the position for you!

Days/Hours: Wed Sept 20 to Fri Sept 22, 8:00 am – 5:30 pm

Report to: Team Leader at Château 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 21 to Sun Sept 24, 10:00 am to 9:30 pm

Report to: Team Leader at Arts Court

Requirements: Interest in VR, good customer service

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

Workshop Assistant

Each year the Festival hosts several hand-on workshops and we need animators and animation students to help.

Days/Hours: Sat Sept 23, 8:00 am – 3:30 pm

Report to: Team Leader at Ottawa Art Gallery

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

Responsibilities: Assist with workshops giving assistance. Helping with set-up and logistics.



Wrecking Crew

Throughout the Festival, areas need to be set up and taken down. You will get a good workout moving equipment from different venues and straightening up areas that were used for the Festival.

Days/Hours: Tues., Sept 19 to Sun Sept 24, 8:00 am – 9:00 pm

Report to: Venue Manager at location

Requirements: Heavy lifting and carrying

Responsibilities: Assist Festival staff with setting up and taking down equipment, tables and tents.



Volunteer Leadership Positions at OIAF 2023

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, upload your resume when you fill out the volunteer application form or email your resume to:

Volunteer Coordinator
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 20 - 24) 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 20 to 24), 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 Château 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: Wed Sept 20 to Fri Sept 22, 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: Fri., Sept. 22, 12:00pm to 8:00pm & Sat Sept 23, 8:30am to 8:30pm

Requirements: Responsible, personable

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

All Ages@OIAF Team Leader

All Ages @ OIAF is a full day dedicated to teaching kids and preteens about the many wonders of animation. OIAF presents two screenings that will give all attendees a taste of a real film festival by viewing the two competitions called Animation Made For Young Audiences 7+ and Animation Made for Teen Audiences 13+, plus two feature presentations will take place throughout the day. New for 2023 will be the public Teen Vote where all teens in the audience can have their opinions heard. There will also be drop-in hands-on animation workshops and other surprises. All Ages @ OIAF offers a chance for animation fans of any age to see kid and teen-friendly films that offer different perspectives and create eye-opening experiences that everyone will enjoy. Best of all, tickets are free for kids 12 and under.

Location: Ottawa Art Gallery & Arts Court

Day/Hours: Saturday September 23, 8:30 am to 4:30 pm

Requirements: Responsible, friendly, enthusiastic, enjoys working with kids, good with directions

Responsibilities: Assist Festival staff with event logistics, train volunteers, oversee and delegate tasks to volunteers, interact with and assist kids, youth and families. Help attendees find their way around the building and troubleshoot with staff and volunteers as needed. staff with event logistics, train volunteers, oversee and delegate tasks to volunteers, interact with and assist guests.

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: Tues Sept 19 to Sun Sept 24, 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: Tues Sept 19 and Wed Sept 20, 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 21 to Sun Sept 24 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 22, 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

OIAF @ Pique Team Leader

Pique 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 23, 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.

Reception Team Leader

The box office is open the week of the festival to provide ticket and pass pick up as well as purchasing of tickets and passes.

Location: OIAF office

Day/Hours: Mon Sept 18 to Sun Sept, 24 8am to 9:15pm (you will not be scheduled for the entirety of these hours, but your shifts will be within these hours)

Requirements: Thrive in a fast paced environment during peak times. Personable, energetic, able to multi-task

Responsibilities: Assist Festival staff with Box Office logistics, train volunteers, oversee and delegate tasks to volunteers, handle cash and debit transactions, provide excellent customer service.



Questions about volunteering at 2023 OIAF?

Festival Office

2 Daly Ave
Suite A222
Ottawa, ON
K1N 6E2
(613) 232-8769
info@animationfestival.ca
AnimationFestival.ca

Volunteer Coordinator

Patti Gerrard
volunteer@animationfestival.ca

Register to Volunteer

AnimationFestival.ca/volunteer

