



# OTTAWA FESTIVALS D'OTTAWA

**Position:** AB10 - Industry Events Coordinator – Ottawa International Animation Film Festival

**Desired Contract Term:** 26 Weeks    **Start Date:** May 05, 2025    **End Date:** October 31, 2025

**Work Schedule:** 4 business days / 32 hours per week in office

**Work Location:** Arts Court, 2 Daly Ave

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**Job Summary:** This position is funded through [Ontario's Job Creation Partnerships](#) (see more details below). The Ottawa International Animation Festival (OIAF) is one of the leading events of its kind in the world. It's an annual five-day event with a total attendance of 28,000 attracting artists, producers, students and animation fans from around the world. The Industry Events Coordinator will help facilitate the industry events at The Animation Conference (TAC), with a focus on promoting and coordinating pitching and networking events.

### Responsibilities:

- Work with the OIAF industry team to promote and raise awareness of the pitching events at TAC, including circulating a call for submissions to the pitch competition, Pitch THIS!
- Organize Pitch THIS! submissions and support the preselection team in their deliberations.
- Facilitate preparation and execution for Fast Track, the speed-meeting event, including processing applications, using software to create schedules, making real-time adjustments, greeting attendees, etc.
- Conduct outreach to industry professionals, including buyers and executives.
- Handle communications with all pitching events participants, including buyers, and development executives, Pitch THIS! semi-finalists and jurors.
- Support the industry team during the Animation Exposé Exhibitor Fair.
- Assist with industry research and outreach, general promotion on social media and targeted marketing campaigns, database maintenance, problem-solving, and monitoring during events.
- Work with other staff and take on other appropriate projects.

### Skills and Qualifications:

- Excellent communication and people skills (verbal and written) with good organizational skills.
- Attention to detail and accuracy, meets deadlines and takes initiative.
- Experience working in customer service
- Adaptability and a positive attitude
- Strong computer skills: the ability to quickly learn new programs/platforms and take the initiative to troubleshoot
- Interest/experience/education in event and project management are assets.

### Learning Opportunities and Additional Benefits

- Work behind the scenes of a dynamic, local film festival
- Learn and/or level up your proficiency in platforms like Airtable, Eventive, Quickbooks, Stripe, Eventual, and more
- Dedicated in-house seminars to learn about all aspects of event management
- Meet people within the local, Canadian, and international film industry

### Additional Qualifications Required:

Eligible to participate in Ontario's Job Creation Partnership (JCP) program by meeting the following criteria:

1. An unemployed job seeker or those employed less than 20 hours per week.
2. Full-time students are not eligible to be considered, part-time students seeking full time employment are eligible to apply.
3. Live in Ontario, and legally authorized to work in Canada.
4. Have one, or both, of the following criteria:
  - a. Previously established an Employment Insurance (EI) benefit claim (regular benefits within the last three years or maternity/parental within the last five years), and/or
  - b. Previously employed in Canada in five of any the last ten calendar years while earned a gross income in excess of \$2000 in each calendar year.

### Remuneration:

\$662 (gross) per week provided by the Province of Ontario (\$20.6875 based on 32 hours per week).

### What's Next?

Forward your resume and cover letter to [jobs@ottawafestivals.ca](mailto:jobs@ottawafestivals.ca). Please note, only selected candidates who meet the JCP eligibility criteria will be contacted for an interview; applicants must indicate how they meet the eligibility in their email and/or cover letter. To learn

more about the JCP program, please visit: <http://www.ottawafestivals.ca/jobs/jcp-overview/>. Ottawa Festivals welcomes and encourages applications from all eligible individuals.