



Position: AB2 - Social Media Assistant - Ottawa International Animation Festival

Desired Contract Term: 26 Weeks **Start Date:** June 2, 2025

End Date: November 28, 2025

Work Schedule: 4 business days / 32 hours per week

Work Location: Arts Court, 2 Daly Ave

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 with an annual attendance of 28,000 and attracts artists, producers, students, and animation fans from around the world. This is a unique opportunity to work on a major international event! This position reports to the Communications Manager.

Responsibilities:

- Assist with the planning and execution of a communications plan.
- Assist with developing key messages about festival programming for the OIAF social media accounts.
- Create, edit and schedule content for OIAF social media accounts under the direction of the Communications Manager.
- Research social media trends and determine how they can be applied to the OIAF brand under the guidance of the Communications Manager.
- Monitor OIAF social media accounts by responding to comments and direct messages, bringing any pressing matters to the attention of the Communications Manager.
- Assist with the collection and analysis of quarterly social media KPIs.
- Continually research and update the content creator and media list locally, nationally and internationally.
- During the week of OIAF, capture and edit video content for social media and assist the Communications Manager as required.

Skills and Qualifications:

- Experience communicating with members of the public (verbal and written).
- Knowledge of social media platforms and best practices.
- Experience with creating and editing video content is an asset.
- Ability to develop new ideas and develop creative ways to present information.
- Strong computer literacy: the ability to quickly learn new programs/platforms and take the initiative to troubleshoot.
- Excellent organizational skills and initiative: ability to prioritize tasks and manage time efficiently.

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, Eventival, 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:

Candidate eligibility for JCP is determined according to the following criteria:

1. An unemployed job seeker or those employed less than 20 hours per week.
2. A permanent resident living in Ontario who is legally authorized to work in Canada.
3. Meet at least 1 of the following criteria:
 - a. Have an active Employment Insurance (EI) claim.
 - b. Previously established an EI benefit period within the last five years.
 - c. Paid employee payroll premiums (EI premiums – Box 18 on your T4) in at least three of the previous ten years (where earnings have been at least \$2K in each of those years).
 - d. Received the Employment Insurance Emergency Response benefit (CERB) within the previous five years.

NOTE 1: Those registered in full-time academic studies are not eligible to be considered.

NOTE 2: If you are eligible to receive Employment Insurance (EI) benefits you must apply for those benefits in advance of JCP participation.

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. 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.