



**Position:** AB3 - Film Operations Assistant – 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 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 Director of Film Operations.

**Responsibilities:**

- Corresponding with filmmakers, producers and distributors regarding films and material.
- Handling print traffic and assisting with event logistics.
- Editing of film summaries and copywriting.
- Assisting with various administrative, technical and audio-visual tasks, including:
  - Video editing.
  - Installation and takedown of equipment for video projections.
  - Archival management of photo and video content.
  - Basic stage management for in-person screenings.
- Assisting other team members as needed.

**Skills and Qualifications:**

- Strong technical experience and skills in video editing, film and video screening, and/or digital media production (knowledge of Adobe Suite, HTML and web design, A/V equipment, and virtual reality)
- Strong organizational skills with file management and email / attention to detail and accuracy are a MUST.
- Knowledge of basic archival practice for photo and video is an asset.

**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](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.