



# OTTAWA FESTIVALS D'OTTAWA

**Position:** AB4 - Special 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

**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. Do you love planning parties and events? This job is for you. Working with the OIAF team, you will plan major events for the Festival, such as the Warner Bros Cartoon Network Animators Picnic for over 500 people.

**Responsibilities:**

- Work with OIAF staff to secure venues and entertainment and handle logistics for OIAF parties.
- Determine food and beverage needs for each event and negotiate with suppliers.
- Source suppliers and organize staff food for the week of the Festival.
- Source suppliers and organize logistics for the Chez Ani cafe during the Festival.
- Write and gather material for the Guide to Ottawa section of the website.
- Liaise with festival partners and supporters to ensure their requirements for each event are met.
- In charge of volunteer team leaders and volunteers during each event.

**Skills and Qualifications:**

- Excellent communication and people skills (verbal and written)
- Good organizational skills and initiative; attention to detail and accuracy
- Eager to take on a leadership role
- Some knowledge of Ottawa restaurants.
- Experience working in customer service is an asset
- Strong computer skills: ability to quickly learn new programs/platforms and take initiative to troubleshoot

**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, Canva, Google suite 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 (\$20.6875 based on 32 hours per week), provided by the Province of Ontario.

**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.