



OTTAWA
FESTIVALS
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Position: AB6 - Guest Services 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

Job Summary: This position is funded through [Ontario's Job Creation Partnerships](#) (see more details below). 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 OIAF Guest Services Coordinator will work with speakers and special guests to book flights and travel and organize passes, hotels, and airport transfers for visiting filmmakers.

Responsibilities:

- With the assistance of the managing director, arrange speaker and special guest travel, as well as hotels and ground transportation leading up to and during the event.
- Schedule and work with a team of 4 drivers during the event.
- Assist the Film Operations and Industry Events team to gather information needed to pay artist fees and film rentals.
- Help to gather information about selected films and other promotional materials.
- Assist with travel promotions for the public and work with hotels and the hospitality industry.

Skills and Qualifications:

- Excellent communication and people skills (verbal and written).
- Good organizational skills and initiative.
- Attention to detail and accuracy, meets deadlines.
- Have a love of planning with the ability to make online travel arrangements.
- A passion for spreadsheets.
- Experience working in customer service is an asset with an interest in event and project management.
- Strong computer skills with the 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, Eventive, Canva, 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:

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. 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.