



# OTTAWA FESTIVALS D'OTTAWA

**Position:** AB7 - Registration and Box Office Coordinator – Ottawa International Animation Film 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 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 Registration and Box Office Coordinator will work with artists, animation industry and the general public to handle pass and ticket sales.

**Responsibilities:**

- Communicate with customers to answer questions, disseminate or explain information, and take orders for passes.
- Communicate with staff to process pass requests.
- Follow a daily set of tasks to process pass orders in the Festival database.
- Run database queries and merges.
- Record sales in Quickbooks and assist with bookkeeping.
- Assemble and Organize physical passes and delegate bags
- During the festival, work with a team of volunteers to arrange for pass pickup and onsite sales.

**Skills and Qualifications:**

- Excellent communication and people skills (verbal and written).
- Good organizational skills and initiative
- Attention to detail and accuracy.
- Database skills are a plus (queries).
- Some knowledge of Quickbooks is helpful..
- Good knowledge of Google / Microsoft suite applications and experience doing mail merges.
- Experience working in customer service
- 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, 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:**

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. Earnings provided by the Province will increase as of October 2024.

**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.