



# OTTAWA FESTIVALS D'OTTAWA

**Position:** AB8 - Client 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

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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; with an annual attendance of 28,000 the OIAF attracts artists, producers, students, and animation fans from around the world. The Client Services Coordinator will work with the Development Manager and Industry Relations team to plan and execute all aspects of the Festival related to community and business partnerships. This position involves aspects of outreach and communications, sales and advertising, events management, web content development and other tasks as required.

### Responsibilities:

- Liaise with stakeholders and assist with the development, coordination, and/or delivery of partnership benefits including social media or marketing exchanges, festival passes, and other promotional items.
- Assist with a variety of event logistics tasks relating to sponsored events or other sponsorable assets.
- Ensure that the OIAF website and other relevant Festival communications have necessary and updated stakeholder information.
- Assist with coordinating the needs of stakeholders and VIPs before and during the Festival to help maintain good relationships.
- Assist in the preparation of correspondence, data management, and other clerical support tasks as needed.
- Assist in stakeholder appreciation outreach and reports after the Festival.
- Collaborate with other staff in different capacities as they arise.

### Skills and Qualifications:

- Strong listening and relationship management skills.
- Great problem-solving and prioritization abilities with excellent analytical skills and attention to detail.
- Effective organizational skills and capacity to take initiative.
- Strong computer literacy: ability to quickly learn new programs/platforms and take initiative to troubleshoot.
- Excellent communication skills in English (verbal and written).
- Related experience 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.