



OTTAWA FESTIVALS D'OTTAWA

Position: AB9 - Speaker Relations Coordinator – Ottawa International Animation Film Festival

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. The Speaker Relations Coordinator will liaise with speakers and presenters participating in the OIAF's industry events, including The Animation Conference (TAC) for industry professionals and Animation Exposé, the day of professional development programming for artists and animation students.

Responsibilities:

- Handle communications between presenters and the festival.
- Coordinate technical, logistical, and promotional requirements and information for all presentations and workshops.
- Assist with venue logistics and preparations.
- Collaborate with different departments such as Guest Services, Communications and Box Office.
- Assist with event promotion, database maintenance, problem-solving, and monitoring during events.
- Support the industry team in other areas where needed.

Skills and Qualifications:

- Excellent communication and people skills (verbal and written).
- Good organizational skills and initiative
- Attention to detail and accuracy.
- Able to consistently meet deadlines.
- Adaptability and a positive attitude.
- Strong computer skills: the ability to quickly learn new programs/platforms and take the 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, Eventual, 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 (\$20.6875 based on 32 hours per week) provided by the Province of Ontario. Earnings provided by the Province will increase in October of 2024.

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.