

The Oakville Festival of Film and Arts is seeking a **Film Festival Industry Summit Coordinator**

Full-time contract position: 35-hours per week with some flexibility for hours of work during the pre-event and post-event phases. During the 3-day event June 23 - 25, must be available days, evenings, and weekends as required for the event.

Work starts: Monday, May 8, 2023

Work ends: Friday, July 14, 2023 (contract end date Monday July 17)

Location: Oakville, Ontario

Be part of the exciting Oakville Film Festival, now in its 10th year of bringing together films, filmmakers, and film lovers. Join the team that produces the festival's annual Industry Summit, providing filmmakers with professional development, networking, and an awards ceremony. To learn more about the Oakville Film Festival, visit the website at <https://offa.ca/>

Reporting to the Industry Summit Director, the Industry Summit Coordinator organizes, supports, and implements the Oakville Film Festival Industry Summit.

The work environment is a combination of working in an office setting and sometimes remotely and being on-site at the event venue during the summit (summit runs June 23 – 25), interacting with people, and ensuring everything runs smoothly and on schedule.

Duties & Responsibilities

- Attend meetings to plan the industry summit event,
- Coordinate speaker selections, names, and contact info,
- Assist in managing volunteer participation for the event,
- Help manage hotel/on-site logistics for the event,
- Help prepare and create event program schedule, on-site signage, etc.,
- Help manage online event registration,
- Oversee pre-event coordination (signs, plaques, badges, registration materials, etc.),
- On the days of the summit, set up signage, lanyards, and other materials,
- Greet speakers and attendees as they arrive at event,
- Help coordinate speakers for their timeslot and after they finish,
- Help coordinate attendees for award ceremony,
- Oversee on-site breakdown and cleanup,
- Help coordinate post-event coordination.

Skills & Qualifications

- Eager to learn and develop skills,
- Maintain a professional and positive demeanor,
- Able to function as part of a team,
- Able to set priorities when multiple demands are made.
- Organized, accurate, and detail-oriented,

- Excellent oral and written English communication skills,
- Able to work in a time-sensitive environment and stay on schedule,
- Comfortable interacting with and helping people,
- Good working knowledge of computers, word processing, spreadsheets, email,
- Working knowledge of some online tools such as Google Drive, Eventbrite or similar, social media platforms, and/or willing to learn them.
- Drivers license and access to a vehicle is an asset but not mandatory.

Experience

- 1 or more years of post-secondary education, preferably in the subject of event management or administration.
- Experience in customer service (helping the public, answering questions, etc.)
- Experience assisting to plan and organize an event (this could even be a school or personal event like a party, group picnic, group trip, etc.)
- Experience with Microsoft Office (word, excel) and social media (Facebook, Instagram, Twitter) is an asset.

Compensation

- \$15.50 per hour
- Meals provided during the Industry Summit event dates June 23 – 25, 2023
- Free access to Oakville Film Festival screenings and events
- If providing own vehicle for business use, a mileage fee will be paid

Oakville Festivals of Film and Arts is committed to employment equity and diversity and to providing a safe, healthy, and inclusive work environment. We welcome and encourage applications from all qualified candidates.

To apply to this position, please email your resume and a cover letter to: contact@offa.ca
Use the subject heading "Summit Coordinator job"

We thank all applicants for their interest. Only those candidates under consideration will be contacted.