



Oakville Film Festival happens June 19th to 25th 2024. Job commences as early as February 15 2024.

www.OFFA.ca
Experienced Event Manager Wanted

Are you interested in being part of a growing film festival in Oakville?

Are you an experienced, passionate and enthusiastic event professional?

This is our 11th year and we are expanding...we could use your help!

Who we are:

Oakville Festivals of Film and Art (OFFA) is a not-for-profit organization committed to promoting cultural and artistic diversity to the Oakville community with the cinematic arts as a focal point. As part of our annual schedule we will run a 7 day film and arts festival from 19 to 25 June 2024. We are in our 11th year.

This job could commence as early as Feb 2024

Reporting to the OFFA Board member in charge of Events, and Film Festival Committee, you have a minimum of three years of experience in running events, (film festivals are a bonus!) are an energetic task master, solid team member and have an interest in the arts. You have exceptional logistics and team skills, and can work with a set budget, deadlines and critical path This project involves coordination and execution of all elements of the 7 day OFFA festival as well as all special screening and other events associated with the festival, including a focus on the GALAS, GALA parties, and other GALA events. You will also be working with our Sponsors to ensure sponsor activation on site, as well as working with other contractors or volunteers: including our Marketing Manager, and Programming Coordinator. You will also be supervising the work of at least one student who will help you to execute events.

What will you work on?

- Planning and logistics of all aspects/moving parts of the festival beginning with the International Womens Day Event in March 2024.
- Coordination/execution of multiple movie film screenings across 2 venues / on site sponsor activations, audience experience. Venues include: Oakville Centre for the Performing Arts (Galas) and Film.ca Cinema.
- Coordination/execution of logistic for all after party events including Thursday night GALA after party, Saturday Women Who Give GALA and Cocktail Party, and Beer and a Burger Industry dinner and Industry Summit event Friday of festival 21 June.
- Coordination of any other screenings events includes outdoor screening with Kerr St BIA.
- VIP events / Photo ops
- Sponsor relations / activation commitments

Responsibilities will include

- Develop/execute an event plan for the festival and outdoor screening.
- Coordinate efforts of the OFFA board and volunteers
- Manage spending/budget working with Board Member in charge of Events, Christine Leonard.
- Liaison with marketing partners and sponsors
- Tickets sales coordination with ticket sales committee / comp tickets
- Post event break down and reporting

REQUIREMENTS

- Previous experience coordinating a multi-day event/festival
- Excellent organizational skills and multi-tasking skills
- Great interpersonal skills / manage and coordinate a team during high pace 3 days
- Energetic, creative and innovative with proven time management skills

- Comfort with technology (planning and communication tools)
- Passion for details and for the Arts
- BONUS: Familiarity with the town of Oakville, Ontario is a bonus, , including existing relationships with businesses in the town, venues for the festival, and general knowledge about the town of Oakville.

INTERESTED: EMAIL us at contact@offa.ca Attention: Wendy Donnan Exec Director.