

Fantasia

Come join our vibrant and dynamic team for the 27th edition of the festival!

ACCREDITATIONS ASSISTANT (1 POSITION)

Responsibilities (will include but not be limited to):

- Assist Accreditations Coordinator in daily tasks
- Greet guests and distribute accreditations to badge holders
- Provide festival information to guests and general public
- Prepare Accreditation for guests being picked up at airport
- Tracking of printed and distributed badges and tickets
- Daily operation of Accreditation desk, prior to and during the festival

What we're looking for:

- Experience with Microsoft Office and Google Drive
- Experience in working with databases, Zone Festival an asset
- Ability to work well both independently with a spirit of initiative in a fast-paced team environment with many members having many requests and concerns
- Ability to communicate clearly and accurately in email and in-person
- Interest and knowledge of film, especially genre film considered an asset

Contract Dates: July 3 to August 11, 2023

Part-time building into full-time

Honorarium: \$2000.00

TO APPLY: Submit your cover letter and resume to this link by, **April 20th, 2023** →

<https://airtable.com/shrfvhjfv4QAhmMcHE>

Fantasia actively promotes employment equality, and values parity and diversity in its hiring practices.