

Fantasia

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

HOSPITALITY ASSISTANT (1 POSITION)

Responsibilities (will include but not be limited to):

- Daily operation of Guest Information during the festival; including greeting guests, online communications, and generally providing festival information
- Accompany festival guests to screenings, red carpets, dinners, and press.
- Assisting Hospitality Coordinator in guest coordination.
- Assist Transport Coordinator in creation of volunteer schedules.
- Guest data entry in Zone Festival - Follow-up with Accreditations, enter hotel and flight information
- Prepare Guest Gift Bags and arrange guest relations

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: June 19th to August 11th, 2023

Part-time building into full-time

Honorarium: \$3000.00

TO APPLY: Submit your cover letter and resume to this link by, **April 20th, 2023** → <https://airtable.com/shrfvhjfv4QAhmche>

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