

# *Fantasia*

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

## **VOLUNTEER COORDINATOR**

**Responsibilities** (will include but not be limited to):

- Review volunteer applications on Zone Festival
- Coordinate with Dans la rue for program volunteers
- Communicate with all Festival and Market departments to assess volunteer needs
- Create schedule for volunteers
- Organize and hold SSP training for volunteers who bartend festival cocktails
- Hold volunteer information session
- Ensure volunteers are trained for their position
- Organize activities for volunteers (on-stage thank you, dinner and screening)

**What we're looking for:**

- Multiple experiences in leading large teams of people, in crowd management and/or event organization
- Detail oriented with strong communicational and organizational skills;
- Excellent knowledge of Microsoft Office and Google Drive. Knowledge of Zone Festival an asset
- Bilingual written and spoken French AND English is essential
- Familiarity with the film festival environment
- Ability to work well both independently and in a fast-paced team environment
- Ability to adapt to a demanding work schedule, including evenings and week-ends
- Owns a cellphone
- Owns a portable computer OR be comfortable using a Chromebook computer

**Contract:** June 12 to August 15, 2023

Part time to full time

*Must be available July 20-August 9 inclusively*

**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.