

FANTASIA 2024

HOSPITALITY

DIRECTOR OF HOSPITALITY (1 position)

Responsibilities (will include but not be limited to):

- Train and manage a team of coordinators, assistants and interns. Create and maintain a schedule for the hospitality team;
- Oversee all Hospitality departments: including accreditation, ground transportation, and general guest needs;
- Oversee data entry in Zone Festival and Airtable.
- Coordinate with partner hotels, book rooms and flights for film, press and industry guests, and staff;
- Attend and host festival meetings;
- Coordinate with the press team and programmers to create guest schedules including events, dinners, and screenings;
- Coordinate with the festival production team regarding guests needs at screenings and with volunteers;
- Attend festival events and screenings with guests;
- Manage petty cash, oversee guest related expenses, and invoices; and coordinate with accounting;
- Handle all follow up with hotels after the festival.

What we're looking for:

- Experience working in hospitality in a festival or large scale event;
- Experience managing a team of employees;
- Experience with Microsoft Excel (or related platforms) and Google Drive;
- Experience in working with databases (Zone Festival, Airtable);
- Impeccable spoken and written English is required. French is a strong asset;
- Passionate and knowledgeable about film, particularly genre cinema, an asset;
- Adaptable and calm in quick, changing scenarios and ability to show initiative and leadership;
- A positive and supportive attitude. Great interpersonal skills.

POST DETAILS

March 4th - August 16th

Training in March, part time in April;

Ramping up to full-time in May;

Full time in June until August 5th;

Part-time in August.

Must be available during the festival (July 18-August 4th)

One year contract, renewable. Entry date as soon as possible. Salary negotiable depending on experience.

WORKING AT FANTASIA

- A flexible schedule - we offer remote work throughout the year, with a possibility to work in person starting in May (our office is located within Concordia University);
- In person work is mandatory only during the festival period;
- A festival accreditation for yourself and two guests, giving you access to all screenings;
- Frequent invitations to screenings, festivals and other cultural events throughout the year;
- Free meals, coffee and snacks often offered during the festival period;

[CLICK HERE TO FILL OUT THE APPLICATION FORM.](#)

Applications must be received by February 23rd, 11:59 pm.

Fantasia actively promotes employment equality, and values parity and diversity in its hiring practices. Only selected applicants will be notified.