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Catering Coordinator

Do you have a passion for food? Do you have habit of putting out food spreads that impress? We're looking for an organized and detail-oriented volunteer to work with our catering suppliers to ensure our participants and volunteers have access to fresh, healthy, and delicious options.

Requirements (must-haves) in addition to those listed on website:

- Knowledge of safe food-handling practices
- Available throughout the week of August 20-26, including evenings and all day Saturday and Sunday
- Some moderate lifting will be required

Assets (nice-to-haves) in addition to those listed on website:

- front-of-house or kitchen experience
- Valid driver's license and access to a vehicle

Duties:

- Work with Backstage Coordinator to ensure backstage green rooms at both mainstage and fresh zone stage are properly stocked and meet artists' rider requirements during festival weekend
- Confirm catering for flag-raising ceremony
- Coordinate menu selection for sponsor reception
- Coordinate menu selection and food service for media launch (July)
- Coordinate backstage food service at Pride Pageant
- Coordinate passed-food at Pride Pageant
- Coordinate catering order, food delivery, and food service for family picnic
- Coordinate passed-food at Pride Social
- Coordinate food trucks and/or food booths at Festival Beer Garden
- Coordinate food service at volunteer centre and command post during festival

Alcohol Coordinator

Passionate about great cocktails, quality beer, and a nice dry white on a hot summer day? Alcohol service is a big part of any festival, but so is proper inventory control and adhering to laws and regulations around safe serving. We're looking for a coordinator to manage the flow of alcohol during signature events and festival weekend.



Requirements (must-haves) in addition to those listed on website:

- 19 years of age or over
- Smart-serve
- Available throughout the week of August 20-26, including evenings and all weekend
- Some moderate to heavy lifting will be required

Assets (nice-to-haves) in addition to those listed on website:

- Bartending or food service experience
- Valid driver's license and access to a vehicle

Duties:

- Liaise with alcohol sponsors and official alcohol providers
- Ensure backstage green rooms are properly stocked with alcohol as per artists' riders
- Coordinate alcohol delivery and service for sponsor reception
- Work with Volunteer Coordinator to properly staff alcohol service at events
- Coordinate alcohol service at signature events (Pageant + Social)
- Plan and manage alcohol quantities for festival, including adequate inventory for main bars and VIP bars
- Work with Inventory Control Coordinator to ensure adequate service supplies, including ice, cups, straws, etc...

Environmental Coordinator

Are you passionate about the environment? Does saving the planet warm your heart and fill your soul with carbon-free emissions? If so, join us in developing and implementing our environmental and waste management policies to keep the all of pride week clean and the people breathing easy.

Requirements (must-haves) in addition to those listed on website:

- 18 years of age or over
- Available throughout the week of August 20-26, and both days of festival weekend (Saturday & Sunday)
- Some moderate to heavy lifting will be required

Assets (nice-to-haves) in addition to those listed on website:

- Background in environmental studies and waste management
- Valid driver's license



Duties:

- Develop waste management and environmental plan
- Work with volunteers for recycling and clean-up for all signature events
- Coordinate restroom maintenance with supplier
- Waste and recycling management on both festival days

Inventory Control Coordinator

Do you have a mind like a steel trap? Are you efficient and punctual? We need an Inventory Control Coordinator to help keep the Pride Week running in tip-top shape by managing & delivering supplies to areas in need.

Requirements (must-haves) in addition to those listed on website:

- Available throughout the week of August 20-26, including all day Saturday & Sunday
- Some moderate to heavy lifting will be required

Assets (nice-to-haves) in addition to those listed on website:

- Valid driver's license and access to a vehicle

Duties:

- Coordinate delivery and pickup of all inventoried marketing collateral (zip banners, flags, etc...) to signature events and festival weekend
- Supply management (toilet paper at festival sites, napkins and cutlery for catering, paper towel, towels for artists, supplies for gates and registration,)

Safety & Security Coordinator

Are you someone who is innately concerned with the well-being of others? Do you have a sharp eye for identifying risks? Are you organized and never let a detail slip? Then apply as our Safety & Security Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Background in safety, security, medical, or festival coordination
- First-aid training
- Available throughout the week of August 20-26, including all day Saturday & Sunday
- Some moderate to heavy lifting will be required



Duties:

- Assist in completing the emergency plan, medical plan, and security plan to be submitted to the city of Ottawa, paramedics, and police
- Oversee implementation of plan over festival weekend
- Work with barricade coordinator and Cash & ID Coordinator to ensure their plans are in sync
- Work with community partners to develop an opioid safety plan at all signature events and festival weekend

Accessibility Coordinator

Do you enjoy lending a helping hand to those in need? Are you passionate about providing the same great festival experience to everyone, regardless of disability or limitation? If so, we want you as our Accessibility Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available throughout the week of August 20-26, including all day Saturday & Sunday

Assets (nice-to-haves) in addition to those listed on website:

- Background in human resources or personal support work

Duties:

- Develop and implement accessibility plan
- Identify and explain accessibility information for all signature events
- Coordinate with ParaTranspo for festival weekend
- Engaged community organizations and service providers to improve accessibility throughout the festival
- Coordinate sign language and interpretation
- Develop social media image descriptions for Social Media Coordinator

Backstage Coordinator

Do you love working behind the scenes, making sure things run like clockwork? Are you passionate about making the artists' experience just as great as your own? Are you a pro at managing expectations, and delivering on promises? If so, you should be our Backstage Coordinator!

Requirements (must-haves) in addition to those listed on website:



- 19 years of age or over
- Available a couple of hours during the week of August 20th to August 26th, all day Saturday & Sunday

Assets (nice-to-haves) in addition to those listed on website:

- Background in VIP management

Duties:

- Work with Alcohol, Catering & Inventory Control Coordinators to ensure all artist rider requests are met
- Coordinate artist's rider specifics
- Maintain backstage area & dressing rooms
- Coordinate soundcheck and performance times with stage manager
- Coordinate arrival and departure times with transportation coordinator

Transportation & Accommodation Manager

Do you have aspirations of being an A-list chauffeur? Would you make an excellent 5-star hotel concierge? Do you have impeccable and humble customer service skills and a comprehensive knowledge of the city? Then we need you as our Transportation & Accommodation Manager to ensure our artists' have the best time in the city.

Requirements (must-haves) in addition to those listed on website:

- Available a couple hours during the week of August 20th to August 26th, all day Saturday & Sunday

Assets (nice-to-haves) in addition to those listed on website:

- Background in travel or transportation industry
- Valid driver's license and access to a vehicle

Duties:

- Schedule and arrange airport to hotel, hotel to soundcheck, soundcheck to hotel, hotel to airport, and all other necessary transportation arrangements for talent
- Schedule and confirm all hotel arrangements for talent
- Coordinate development and placement of talent welcome packages in rooms



Family Picnic Site Coordinator

Are you a backyard BBQ warrior? Do you love working with children and families? If you're thrilled by the idea of coordinating a large-scale BBQ with tons of fun activities, then join us as the Family Picnic Site Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available all day on Wednesday, August 22nd, 2018

Assets (nice-to-haves) in addition to those listed on website:

- Background in food service and/or early childhood education, or event management
- Valid driver's license and access to a vehicle

Duties:

- Coordinate partners' activations at Hintonburg Park.
- Work with catering coordinator for delivery of food and return of unused food
- Secure park and tables rentals and washroom access from community centre
- Work with Volunteer Coordinator to recruit and manage volunteers for cooking and serving food

Parade Coordinator

This is not an easy job, but it is one of the most important — and most thrilling — roles of Ottawa Capital Pride. You'll need to be extremely organized, have the sharpest eye for details, and be willing to coordinate a lot of moving parts. If this sounds like you, join us as Parade Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available all day on Sunday, August 26th

Assets (nice-to-haves) in addition to those listed on website:

- Background in logistics management

Duties:

- Work with registration coordinator to arrange check-in and registration for large vehicles/floats, medium vehicles, marching groups, and VIPs
- Develop float line-up
- Coordinate floats' entrance into parade
- Develop and maintain parade map



- Manage online parade registration and ensure payment from participants
- Develop parade information package and info sessions for parade registrants
- Manage parade staging area and coordinate parade day activities

Barricade Coordinator

A safe festival and parade includes many road closures, which also means plenty of barricades. Barricades will be opening and closing at different times, with some vehicles allowed access at other times, and some one-way streets needing to be routed in the other direction with the help of police. This is a role that requires exceptional organization and a keen-eye for logistics. If this sounds like you then be our Barricade Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available all day on Sunday, August 26th
- Valid driver's licence
- Heavy lifting

Assets (nice-to-haves) in addition to those listed on website:

- Background in logistics management
- Access to a vehicle

Duties:

- Work closely with Volunteer Coordinator to ensure barricade staffing throughout the day, and for help in picking up and returning barricades
- Liaise with Police for access control at certain barricades
- Arrange pick up of barricades from City of Ottawa
- Arrange drop off of barricades at barricade points
- Arrange set up of barricades at barricade points
- Arrange tear down of barricades at different times throughout the weekend
- Arrange pickup and return of barricades to City of Ottawa

Registration Coordinator

Do you get along with spreadsheets really, really well? Is a mountain of data something that should be conquered and organized rather than feared? Then we want you as Registration Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available all day on Sunday, August 26th



Assets (nice-to-haves) in addition to those listed on website:

- Background in managing multiple registrations and database management

Duties:

- Process registrations for the parade and community fair.
- Ensure all registrants receive an invoice and pay on time.
- Respond to inquiries
- Maintain registration database
- Work with Parade Coordinator to develop line-up
- Work with Community Fair Coordinator to develop booth placements
- Work with Sponsorship Coordinator to ensure all sponsored groups are registered for the parade.
- Assist with information session for registrants.
- Set up and manages registration desk on Sunday August 26th

Cash & ID Coordinator

Do you have laser-quick ID-scanning eyes and a dead-on ability to count to 100? Apply to be our Cash & ID Coordinator. You'll be in charge of the team collecting cash and checking IDs at our signature events throughout the week and our gates and bars on festival weekend.

Requirements (must-haves) in addition to those listed on website:

- Available throughout the week of August 20-26, including all day Saturday & Sunday

Assets (nice-to-haves) in addition to those listed on website:

- Background in cash & ID management

Duties:

- Develop plan for registration and check in at signature events
- Coordinate cash float and plastic payment for entry
- Coordinate gate entry for beer garden
- Coordinate ID check and bracelet for 19+ participants

Human Rights Vigil Coordinator

This profound event is one our most significant Signature Events. Are you an outgoing person with the gravitas and organization skills to represent Ottawa Capital Pride in planning our Vigil? Then we want you as our Human Rights Vigil Coordinator.



Requirements (must-haves) in addition to those listed on website:

- Available on the day of the Human Rights Vigil

Assets (nice-to-haves) in addition to those listed on website:

- Experience in the Human Rights sector
- Experience in event organizing

Duties:

- Coordinate AV setup with Ottawa Special Events
- Coordinate chair rental and setup with City Hall
- Work with the Festival Director to develop the program of speakers/performers for the Vigil.
- Liaise with City Hall and Ottawa Special Events to organize logistics for the Vigil.
- Liaise with speakers/performers in the lead-up and during the Vigil.
- Work with Marketing Team to develop promotional material for the Vigil.
- Work with Volunteer Coordinator to develop volunteer requirements for the Vigil.
- Coordinate invitations to special guests.

Flag Raising Ceremony

Are you comfortable working with diplomats, ambassadors, and high commissioners from Ottawa's 100+ foreign missions? Does the idea of launching Pride Week in Ottawa with a momentous flag raising fill your heart with excitement? Then join us as our Flag Raising Ceremony Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available all day on Monday, August 20th, and Sunday, August 26th, 2018.

Assets (nice-to-haves) in addition to those listed on website:

- Experience in working in foreign affairs

Duties:

- Coordinate AV setup and logistics with Ottawa City Hall and Ottawa Police Association
- Arrange foreign mission participation in photo ops and media scrum at both flag raising and Parade Day, in conjunction with Media & PR Coordinator.
- Coordinate flag raising BBQ with Catering Coordinator.



Pageant Coordinator

Did you grow up watching talent shows and other pageants? Do you want to coordinate an event full of stunning sites and sounds that won't soon be forgotten? If you have a creative mind for problem solving and sharp attention to detail, join us as our Pageant Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available all day and evening on Pageant Day

Assets (nice-to-haves) in addition to those listed on website:

- Experience coordinating a large event in a hotel ballroom
- Valid driver's license and access to a vehicle

Duties:

- Liaise with contestants, DJ and Hosts prior to the event to coordinate show itinerary.
- Liaise with Ottawa Special Events and Venue Manager to oversee set up and tear down of the event.
- Coordinate Judges panel.
- Work with Marketing Team to develop promotional material for the Pageant.
- Work with Volunteer Coordinator to develop volunteer requirements for the Pageant.

Community Fair Site Coordinator

Does the term "brand activations" mean something to you? Are you always impressed by the latest in experiential marketing? Do tradeshow and exhibitions set your heart aflutter? Then help our partners come together as Community Fair Site Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available all day Saturday, August 25th and Sunday, August 26th, 2018
- Some moderate to heavy lifting will be required

Assets (nice-to-haves) in addition to those listed on website:

- Experience producing a trade-show or other exhibition or community fair
- Valid driver's license and access to a vehicle

Duties:

- Manage the Community Fair during Festival Weekend
- Supervise volunteers throughout the Community Fair
- Coordinate placement of exhibitions and activations along Bank St and Waverly St



- Review payment status for participants in conjunction with Registration Coordinator
- Manage online registrations in conjunction with Registration Coordinator

VIP Coordinator

Are you a social butterfly looking, wanting to give our distinguished VIPs the absolute best experience during Signature Events and Festival Weekend ? Join us in creating VIP spaces and experiences for our sponsors and other key stakeholders throughout Pride Week.

Requirements (must-haves) in addition to those listed on website:

- Available throughout the week of August 20-26, including evenings and all weekend
- Some moderate lifting will be required

Assets (nice-to-haves) in addition to those listed on website:

- Front-of-house or VIP management experience
- Valid driver's license and access to a vehicle

Duties:

- Work with Festival Director in coordinating logistics and entertainment for Sponsor Reception
- Plan and execute VIP areas at signature events, including festival weekend
- Work with catering coordinator to plan food service in VIP areas
- Work with alcohol coordinator to plan alcohol service in VIP areas

Event Statistics Coordinator

Do you have an interest in primary research? Each year, Ottawa Capital Pride applies for different grants and sponsorships, and for that we need accurate attendance statistics. If you love collecting and analyzing data, this is the role for you!

Requirements (must-haves) in addition to those listed on website:

- Knowledge of safe food-handling practices
- Available throughout the week of August 20-26, including evenings and weekends
- Some moderate to heavy lifting will be required

Assets (nice-to-haves) in addition to those listed on website:

- front-of-house or kitchen experience
- Valid driver's license and access to a vehicle

Duties:



- Develop techniques to estimate attendance at non-ticketed Signature Events throughout the week
- Attend non-ticketed signature events and work with other volunteers to count attendance
- Work with partner on Festival Weekend to estimate attendance

Fresh Zone Site Coordinator

The smaller of two stages, the Fresh Zone is an alcohol-free and family friend zone within our street closure. Help us make this area a safe and comfortable area for both our performers (backstage) and our visitors who are looking for a safe space to relax!

Requirements (must-haves) in addition to those listed on website:

- Available throughout the week of August 20-26, including evenings and weekends
- Some moderate to heavy lifting will be required

Assets (nice-to-haves) in addition to those listed on website:

- Valid driver's license and access to a vehicle

Duties:

- Work with Festival Producer to develop programming and activities for the Fresh Zone
- Identify potential community partners
- Organize Fresh Zone stage line-up
- Liaise with Ottawa Special Events to coordinate setup, tear down and sound checks.
- Work with Volunteer Coordinator to develop volunteer requirements
- Work with the festival marketing team to develop content for the Pride Guide, Social Media and other marketing opportunities.
- Oversee all aspects of the Fresh Zone on Festival Day and work with Fresh Zone Stage Manager to oversee the programming on the Fresh Zone stage.

Fundraising Coordinator

Do you have an uncanny ability to inspire generosity in others? Can you turn all the advocacy and outreach Ottawa Capital Pride does into a 30-second elevator pitch? Then join us at Fundraising Coordinator in reaching out

Requirements (must-haves) in addition to those listed on website:

- Available throughout the week of August 20-26, including evenings and weekends

Assets (nice-to-haves) in addition to those listed on website:

- Background in fundraising and working with non-profits



Duties:

- Work with Festival Producer to develop and implement donation program
- Manage volunteers to collect donations at Signature Events and on Festival Weekend

Graphics & Design Coordinator

Do you have an innate ability to communicate ideas that inspire, inform, or captivate others? Are you enamoured with layout and production design? Does coordinating multiple projects across different mediums sound like a great time to you? Then join us as Graphics & Design Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Knowledge of the Adobe Creative Suite

Assets (nice-to-haves) in addition to those listed on website:

- Background in graphic design, branding, or advertising

Duties:

- Work closely with graphic designer, Festival Director, and others to coordinate posters, pride guide, t-shirts, website, etc...
- Work with Signage Coordinator to ensure all required signs are designed and printed
- Ensure style guide is being followed wherever the Pride brand is present
- Coordinate print production with graphic designer and printer

Signage Coordinator

Help us help our attendees find what they're looking for! The beer garden can be a bit hard to find, but we think excellent directional signage can fix that. We also want attendees to be find food, drink, and bathrooms with ease. If this sounds like your gig, apply to be our Signage Coordinator.

Requirements (must-haves) in addition to those listed on website:

- Available Friday evening, August 24th, and all day Saturday, August 25th and Sunday, August 26th

Assets (nice-to-haves) in addition to those listed on website:

- Valid driver's license

Duties:



- Work closely with the Graphic Designer Coordinator and the Mainstage Site Coordinator to ensure all necessary signage is in place
- Install signage at festival site prior to event
- Develop a foot traffic flow plan and plan signage accordingly
- Coordinate between graphics team and printer
- Ensure setup and teardown of signage on festival weekend and at events throughout the week

#RaiseTheRainbow Coordinator

Does the idea of launching Pride Week in Ottawa with a momentous flag raising fill your heart with excitement? Then join us as our #RaiseTheRainbow Coordinator who will lead our efforts to have local businesses, hotels, city services and community centres kick-off the Pride Festival by raising a rainbow - a flag, a sign, a poster, you name it - in offices and on flag poles across the city.

Requirements (must-haves) in addition to those listed on website:

- Available all day on Monday, August 20th, and Sunday, August 26th, 2018.

Assets (nice-to-haves) in addition to those listed on website:

- Experience working in foreign affairs

Duties:

- Develop the 2018 #RaiseTheRainbow Campaign
- Work with the marketing team to develop a promotional campaign for #RaiseTheRainbow
- Outreach to local businesses, hotels, embassies and high commissions, community centres, and city services to increase participation in the campaign
- Track participation in the lead-up to and during the Festival