



THE FOOD FILM FEST

Contract Position:	Front Desk Administrator/Executive Assistant
Organization:	Devour! Studios & Devour! The Food Film Fest (Slow Motion Food Film Fest Society)
Reporting to:	Devour! Management Team (Executive Director & Managing Director)
Start Date:	May 4, 2026
Compensation:	\$40,000.00 per year, full-time

Scope of Work: As the Front Desk Administrator/Executive Assistant at Devour! Studios, you will act as the primary point of contact for visitors, providing essential information, and delivering excellent customer service. You will support the operational efficiency of the Studios by managing front desk activities and collaborating with the team on various initiatives including external event rentals. Additionally, you will provide administrative support to the Management Team and assist with event logistics, ensuring smooth execution of programs and activities.

Key Areas of Responsibility:

Front Desk Operations:

- Serve as the primary point of contact for visitors at Devour! Studios, welcoming guests, and providing information about the organization and its events.
- Perform general office tasks, including opening and closing duties, overseeing front desk staff schedules, managing phone and email inquiries, sorting and distributing mail, processing deliveries, ensuring cleanliness in reception and common areas, and delivering excellent customer service to promptly resolve guest issues and complaints.
- Collaborate with the team to support activities within Devour! Studios, addressing challenges that arise to ensure smooth operations and successful outcomes for all initiatives.
- Ensure clear communication and organization for upcoming programs and events while participating in outreach efforts to promote Studio initiatives and support Devour!'s mission.
- Manage office supplies, equipment, and administrative resources to contribute to overall operational efficiency, fostering a welcoming environment for guests, tenants, and external event renters.

Administrative Duties:

- Provide comprehensive administrative support for the Management Team (Executive Director & Managing Director) as they plan annual programming, fundraising, and events for the flagship festival, satellite & profile events, and Studios programming, by booking meetings, managing calendars, sending notices and reminders, compiling meeting minutes, and maintaining electronic file systems and databases, as well as assisting during the flagship festival to support event execution.
- Coordinate and schedule board meetings by sending invitations and reminders, preparing agendas in collaboration with the Chair, and taking accurate minutes for distribution to board members post-approval.
- Support the Studios General Manager and Events Coordinator by booking meetings, sending notices, compiling minutes, maintaining file systems and databases, managing event and guest records, and delivering exceptional customer service for events and bookings, including managing inquiries, processing bookings accurately, assisting with reservation changes or cancellations, and preparing and distributing event-related materials.

Qualifications:

- Proven experience in front desk or administrative roles, with a strong customer service orientation.
- Excellent communication and interpersonal skills to effectively interact with visitors, staff, and stakeholders.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and prioritize effectively.



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- Proficient in Microsoft Office Suite, Google Docs, & relevant software (Excel, Word, PowerPoint, Mailchimp, etc.).
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience in event coordination or support, with an understanding of logistics and customer service in an event setting.
- Ability to work collaboratively within a team, demonstrating adaptability in a dynamic work environment.
- Strong problem-solving skills to resolve guest inquiries and operational challenges promptly.
- Basic understanding of office management procedures and practices, including inventory management and scheduling.
- Commitment to fostering a welcoming and inclusive environment for all guests and team members.
- French language skills are an asset.
- **Strong preference will be given to applicants who are recent graduates who have completed a post-secondary program that is defined as a degree or diploma-granting program within 12 months.**

About Devour!

Devour! The Food Film Fest offers a unique fusion of cinematic excellence and exceptional gastronomic adventures. As the world's largest food film festival, our annual festival showcases over 60 events bringing together acclaimed filmmakers and renowned chefs from across the globe. The 16th Edition of Devour! is slated for October 19-25, 2026.

Devour! Studios: A Centre for Culinary & Cultural Innovation represents a significant milestone for Devour! as it establishes a unique facility to expand its activities year-round, serving as a place where cuisine, community, and culture converge, offering an immersive experience that revitalizes the Annapolis Valley. www.devourfest.com

How to Apply:

Interested candidates should **email their résumé and cover letter** to admin@devourfest.com by **Friday, April 10, 2026**, at 5:00 PM. Devour! The Food Film Fest is committed to equal opportunity employment. Only candidates selected for an interview will be contacted. Thank you for considering a career opportunity with us.