



**blue ant  
media**

WE CONNECT PEOPLE TO THEIR PASSIONS THROUGH GREAT CONTENT

**Blue Ant Media** is a privately held, international content producer, distributor and channel operator. We own and operate numerous production companies in North America and Asia-Pacific under the Blue Ant Studios banner, creating content for broadcasters and streaming platforms in multiple genres including factual entertainment, natural history, documentary, adult animation and drama. Our distribution business, Blue Ant International, offers a substantial catalogue of content, including one of the world's largest 4K natural history offerings. Blue Ant Media operates channels under nine brands including Love Nature, Smithsonian Channel Canada, BBC Earth (Canada) and more. Blue Ant Media is headquartered in Toronto, with seven international offices in Los Angeles, New York, Singapore, Tokyo, London, Washington and Beijing. [Blueantmedia.com](http://Blueantmedia.com)

Our productions and media brands are a product of our employees who are passionate experts in all of these areas. They are fanatical about creating outstanding content and experiences; and enthusiastic about delivering it on new and evolving platforms.

We actively seek out people who embody our core values: optimism, creativity, entrepreneurship, agility and integrity. We attract creative talents who are optimistic about the evolving future of content and who take pride in seeing opportunity where others see challenges. We encourage employees to think like small business owners by taking ownership on projects and giving them the flexibility to take risks and embrace an evolving media landscape. Our team members excel at collaborating with internal and external partners and our culture fosters sharing ideas and treating all people with respect.

Are you one of us?

Blue Ant Media's Toronto-based **Cottage Life** family of media includes magazines, consumer shows, and digital media. Our annual consumer shows include the Toronto-based Spring and Fall Cottage Life Shows, Seasons Christmas Show and The Baby Show, the Ottawa Cottage Life & Backyard Show, and the Edmonton Cottage Life & Cabin Show, collectively drawing 75,000 attendees and 1,400 exhibiting companies. Cottage Life magazine reaches 1.4 million readers every issue. It has been named Magazine of the Year and was named 2017 Multi-Platform Brand of the Year. Cottage Life TV is watched in over 2.5 million Canadian homes, and our digital and social properties reach another 1 million fans.

## **Show Administrator**

Blue Ant Media is looking for an experienced self-starter to join their Consumer Shows division as a Show Administrator, reporting to the Manager of Consumer Shows. The successful candidate will manage administration and logistics in support of the Director and Manager of Consumer Shows, Manager of Consumer Show Engagement, and Account Representatives for our portfolio of Consumer Shows.

The candidate must be highly organized, able to anticipate project needs, discern work priorities, meet deadlines with little supervision, work well under pressure, and be able to work occasional evenings and weekends. Travel (by car/plane) may be required for certain shows.

The selected candidate will need to provide outstanding customer service, be an enthusiastic team player, and be able to exercise a high level of independent judgment in a fast-paced environment.

### **Core Responsibilities & Duties**

- Provide direct support to show team members such as minute taking, photocopying, filing, and managing incoming correspondence.
- Prepare documentation/e-mails for shows including exhibitor correspondence and contracts.
- Input, track, and follow-up on all exhibitor contracts and required documents.
- Coordinate the creation and distribution of exhibitor kits and information packages.
- Organize supplier relations and staff accommodations.
- File electronic and paper files for each show, execute a high amount of data entry, and maintain a current database of 8000+ clients.
- Manage onsite show office, as well as show office temporary staff, and respond to exhibitor inquiries and requests on site.
- Deliver a high level of customer service to exhibitors and prospective clients.

### **Key Qualifications & Experience**

- At least 2 years of experience with office administrative management.
- Experience in the event/consumer show industry is an asset.
- Excellent communication skills, including writing and proofreading skills.
- Detail oriented, with the ability to manage multiple projects and prioritize accordingly.
- Excellent interpersonal skills both in person and by phone.
- Ability to accomplish projects with little supervision.
- Experience with social media posting an asset.
- Computer proficiency on a MAC platform.
- Experience with Google products (Google Drive, Google Docs, Google Sheets, etc.).
- Experience with FileMaker is an asset.
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Interested candidates can apply at

<https://can60.dayforcehcm.com/CandidatePortal/en-US/blueantmedia/Posting/View/274>

Blue Ant Media celebrates diversity in both its programming and workforce. We encourage applications from individuals of all backgrounds who are eligible to work in Canada.

We thank all candidates for their interest in Blue Ant Media and we will reach out to those candidates that are under consideration. If you are contacted for an interview and require an accommodation during the recruitment process, please advise Human Resources.