



**blue ant  
media**

TELLING CAPTIVATING STORIES TO AUDIENCES EVERYWHERE

**Blue Ant Media** is an international streamer, production studio and rights business. The company's studio creates and distributes a premium slate of programming, in all content genres, for streaming and broadcasting platforms around the world. Blue Ant also operates free streaming and pay TV channels under several media brands internationally, including Love Nature, Cottage Life, Smithsonian Channel Canada, BBC Earth Canada, HauntTV, Homeful, Total Crime, Declassified and Love Pets. Blue Ant is headquartered in Toronto, with operations in Los Angeles, New York, Singapore, London, Washington, Sydney, Halifax and Ottawa. [blueantmedia.com](http://blueantmedia.com) | [Instagram](#) | [LinkedIn](#)

Our employees are passionate experts in all of our business areas. They are fanatical about creating outstanding content and experiences, and about delivering them on new and evolving platforms. We actively seek new employees who embody our core values. We want them to think big, act with purpose, celebrate creativity, do the right thing, respect one another, and succeed together. We attract creative talents who are optimistic about the evolving future of content and who take pride in recognizing opportunities where others see challenges. At Blue Ant Media, we give them the flexibility to think like entrepreneurs, take ownership of their projects, take risks, and embrace innovation in a rapidly evolving media landscape. Our team members excel at collaborating with internal and external partners by building trusting, respectful working relationships.

## **Show Coordinator**

Blue Ant Media is looking for an experienced self-starter to join the Toronto Home Shows, Consumer Shows division as a Show Coordinator, reporting to the Show Director. The successful candidate will manage administration and logistics in support of the Show Director and Exhibit Sales Director for our three Toronto Home Shows, namely the National Home Show (March), the Home + Backyard Show (January) and the Fall Home Show (October). This role also supports the Spring & Fall Cottage Life Shows in an onsite capacity during their event dates.

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.

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.

This role will report to the Show Director, Home Shows and is a hybrid position requiring in-office attendance at our head office in Toronto for a minimum of three (3) days per week. In addition, the

role also requires on-site presence at our live consumer shows in Toronto and Mississauga (three (3) Toronto Home Shows and two (2) Cottage Life Shows per year).

The anticipated salary range for this role is \$45,000 - \$50,000 per year, with final compensation determined by experience and qualifications.

### **Core Responsibilities & Duties**

- Provide direct support to the Show Director and team members such as minute taking, administrative duties, and managing incoming correspondence and phone calls
- Manage the content and features schedules for the event, including correspondence with all Presenters and media partners
- Cultivate strong relationships with the Sales team to provide support where needed
- Using SalesForce, keep electronic records for each show, including input, track, and follow-up on exhibitor documents
- Coordinate the creation and distribution of exhibitor kits and information packages
- Coordinate the creation of, and management of, electronic ticket portals and printed tickets
- Manage onsite show office and supplies, 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, prospective clients, and consumers
- Make recommendations to colleagues and Manager regarding new and efficient ways to complete tasks
- Attend all our consumer shows from move in, event days and move out
- Support onsite operations and logistics

### **Qualifications and Experience**

- At least one (1) year experience with office administrative management
- Experience in the event/consumer show industry, or graduation from a relevant program, is an asset
- Excellent communication skills, including writing and proofreading skills
- Highly organized and detail oriented, with the ability to manage multiple projects and prioritize accordingly
- Excellent interpersonal skills both in person and by phone
- Strong time management skills and adaptable to constantly changing priorities
- Ability to work under pressure, balance workload and meet tight deadlines
- Critical thinker who can make suggestions for improving the events and processes
- Positive attitude, strong work ethic and team player
- Ability to exercise flexibility, initiative, good judgment, and discretion
- Skilled in data entry, digital file management, information sharing, basic office equipment
- Experience with Google Workspace (Drive, Docs, Sheets, etc.) or Microsoft 365
- Experience with SalesForce is an asset
- Ability to lift moderately heavy items (e.g., boxes of files, bins with show office supplies)

At Blue Ant Media, we believe promoting equity, diversity, and inclusion is everyone's responsibility. We can all contribute. As a global media company, we recognize our platform and opportunity to influence change and promote a more inclusive world. We know what we create, distribute, and produce is better with a diverse workforce. In recruiting for our teams, we encourage applications

from individuals of all backgrounds (who are eligible to work in Canada) and welcome the unique contributions each person brings.

While we may use digital tools to support the efficiency of our recruitment process, we do not use Artificial Intelligence (AI) to screen, assess or select candidates. Applications are personally reviewed by a member of the Talent Acquisition team or one of the hiring leaders, ensuring a fair and human-centered experience for all applicants.

If you have most of the qualifications listed in our posting, but are not sure whether to proceed with your application, we still encourage you to apply. 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 at any time during the recruitment process, please email our Human Resources team at [HR@blueantmedia.com](mailto:HR@blueantmedia.com).