

Job Posting

Matsuri Festival Assistasnt

Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC

604 777-7000

Period of employment: May 9- August 26, 2017 (16 weeks)

Hours: 9:30 am – 5pm Tuesday to Saturday

Salary: \$13.50 per hour

The mandate of the Nikkei National Museum (NNM) is to honour, preserve and share Japanese Canadian history and culture for a better Canada.

Job description:

The Matsuri Festival Assistant, under direction from the Nikkei Centre staff, will assist with all aspects of planning and preparation for the Nikkei Matsuri, a two-day Japanese cultural festival which takes place on the Labour Day weekend. This includes assisting with event planning and production of public programs, communications, social media, volunteer coordination, and outreach activities throughout the summer.

The Matsuri Festival Assistant must be organized and detail oriented and will perform other related duties as required. The Assistant will be supervised by the Executive Director and mentored by cultural centre staff to acquire skills in public service, community outreach, special event coordination, community program development, marketing and social media, database software, the setting will provide experience in cultural diversity, working as a team, working collaboratively with other programs and activities, and the importance of preserving history for future generations. Occasional evenings and Sundays required.

Skills required

Student in the field of education, communications, marketing, history, anthropology, asian studies.

Must be a current full-time student between the ages of 16 and 30 and intend to return to your studies in the fall.

Good level of computer literacy including spreadsheets, database software, email.

Fluent in English with excellent writing skills. Japanese language would be an asset

Knowledge of Canadian History/Japanese Canadian History an asset

Must be a Canadian citizen

Drivers license would be an asset

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

Applications

Please forward applications with resume by email to:

Sherri Kajiwara - skajiwara@nikkeiplace.org

Applications will be accepted until April 8th.

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest, however, only those selected for an interview will be contacted.