



JOB POSTING

Nikkei National Museum & Cultural Centre

SPECIAL EVENTS COORDINATOR

The mission of the Nikkei National Museum & Cultural Centre is to honour, preserve, and share Japanese Culture and Japanese Canadian history and heritage for a better Canada.

Terms: full-time (35 hours/week), Tuesday-Saturday (with expectation to adjust schedule depending on events). Competitive salary, plus benefits.

Reports to: Manager, Culture & Partnership Engagement.

POSITION SUMMARY

Reporting to the Manager, Culture & Partnership Engagement, is responsible for all special events at the NNMCC and ensuring that they align with the mission, vision and values of the organization. Key responsibilities include ensuring special events operate efficiently and meet their requested objectives. The Special Events Coordinator works collaboratively with members of the NNMCC including the Museum Programmer, Sales Coordinator, Cultural, Education and Programming Coordinator and other NNMCC staff and volunteers.

DUTIES:

- Coordinate special events organized by NNMCC staff and volunteers, including but not limited to annual events such as the Craft and Bake Fair, Celebrate Spring, Fall Harvest Fair, Bloom, Museum Openings, Book Sales, Tanabata.
- Act as NNMCC staff representative for special events with partnering organizations.
- Assist with setup and takedown of special events.
- Assist recruitment and training of direct/indirect reports.
- Coordinate set up needs for the Special Events in conjunction with Facility Staff.
- Schedule and supervise volunteers for special events.
- Participates in the ongoing training of staff in order to provide high quality service consistent with the philosophy of the NNMCC.
- Develop and implement internal communication strategy in support of all Special Events.
- Prepare and distribute promotional materials, including press released posters and flyers for programs and special events.

QUALIFICATIONS AND SKILLS

- College diploma or university degree in the arts and hospitality-related field, plus minimum two years work experience; or the equivalent in work experience.
- Computer literate including MS Office and database, spreadsheets and word processing. Website experience is an asset.
- Excellent customer service skills and ability to communicate with diverse groups and individuals.
- Time management and organizational skills, ability to exercise good judgment.
- Experience supervising staff and volunteers.
- Ability to work under pressure and in a fast-paced environment.
- Knowledge of Japanese traditions and culture an asset.
- Fluent in English.
- Japanese Language skill is an asset.

APPLICATION:

Please email your CV and cover letter to Manager, Culture & Partnership Engagement:
Karah Goshinmon – kgoshinmon@nikkeiplace.org

DEADLINE: Monday, October 23, 2017

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