

Job Posting

Event Planning Assistant

Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC V5E4M7

604 777-7000

Period of employment: May 25 – September 11, 2021 (16 weeks)

Hours: 9:30 am – 5pm Tuesday to Saturday or Wednesday to Sunday (alternating weeks; occasional adjustments to accommodate programming)

Salary: \$17.00 per hour + mercs

Who we are:

The Nikkei National Museum & Cultural Centre (NNMCC) is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples; and in particular, the xʷməθkʷəy̓əm Musqueam, Sḵw̓xwú7mesh Úxwumixw Squamish, səliłwətaʔ Tsleil-Waututh, and kʷikʷəłəm Kwikwetlem First Nations territories. The NNMCC's mission is to honour, preserve and share Japanese culture and Japanese Canadian history and heritage for a better Canada. We fulfill our mission through exhibits, cultural and educational programs, special events, archival preservation and research, and community partnerships.

Job description:

The Event Planning Assistant, under direction from museum and cultural centre staff, will assist in planning the planning and preparation for the annual Nikkei Matsuri Festival September 3-5, 2021. Traditionally, the Nikkei Matsuri Festival is a three-day Japanese cultural festival with attendance of over 14,000 people. In 2020, Nikkei Matsuri presented “*Summer at Nikkei Garden*”, an outdoor, socially distanced Japanese Cultural Marketplace with advanced ticket sales and timed entry rounds.

What you'll do (duties):

- Collaborate with all NNMCC staff members and the volunteer festival committee to assist in planning and preparation for the annual Nikkei Matsuri Festival September 3-5, 2021, adapting for Covid-19 safety regulations in place.
- Work with the Volunteer Coordinator to recruit, coordinate and schedule volunteers for the festival, historically over 300 volunteers. Train volunteers on duties and safety precautions.
- Assist the Special Events Coordinator to plan and prepare for the summer Nikkei Farmers Market, consisting of farms and makers featuring Japanese and Japanese-themed products. The market will run every other Sunday, June - October.
- Assist the Special Events Coordinator to plan and prepare for the Tanabata Festival, July 3, 2021.

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What you'll do (duties) continued:

- Represent the NNMCC in public outreach activities at Japanese Canadian community summer events such as the Powell Street Festival. These may be online or in-person, following safety regulations.
- Spread the word about Nikkei Matsuri and other cultural events using traditional and social media marketing methods.
- Other duties as required.

What you'll gain (learning objectives):

- Experience working in a culturally diverse and dynamic collaborative environment within a mid-sized organization, including working closely with volunteers and community partners and the opportunity to network with heritage professionals
- Volunteer management and recruiting skills
- Skills in managing a variety of daily, weekly, monthly, and longer tasks/projects and deadlines
- Event management experience
- Familiarity with Japanese and Japanese Canadian history and culture
- Appreciation of cultural complexities and the importance of cultural sensitivity
- Public speaking/public engagement etiquette in a variety of contexts
- Experience working with members of the public of all ages from children to seniors and knowledge of their unique needs

Who you are (qualifications):

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender, or disability. We invite individuals who reflect the diversity of our visitors to apply. In accordance with the British Columbia Accessibility Act a request for accommodation will be considered throughout the hiring process.

- Students in the fields of marketing, communications, hospitality, tourism, education, history, anthropology, Asian studies, arts administration, and recreation are particularly encouraged to apply. The NNMCC welcomes students from interdisciplinary backgrounds.
- Must be a current full-time student between the ages of 16 and 30 and intend to return to full-time studies in the fall.
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada.
- Are legally entitled to work in Canada.
- Good level of computer literacy including spreadsheets, video meeting applications, communication tools, and email.
- A collaborative team player who is confident in dealing with members of the public.
- Organized and detail-oriented; flexible and willing to multi-task.
- A strong communicator capable of working on tasks independently.
- Fluent in English with intermediate writing skills. Japanese language would be an asset.
- Knowledge of Canadian History/Japanese Canadian History would be an asset.
- Driver's license would be an asset.

Note: this position depends on funding through Canada Summer Jobs and Young Canada Works. The position will continue past the CSJ deadline to include the Nikkei Matsuri Festival's dates of September 3-5, 2021.

Applications

Please forward resume and cover letter by email to:

Trisha Roberson, Operations Manager - hr@nikkeiplace.org with subject "Event Assistant"

Applications will be accepted until April 29, 2021.

POSITION IS DEPENDENT ON GRANT FUNDING

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

Location

The Nikkei National Museum & Cultural Centre is located in the heart of Metro Vancouver, a 10 minute walk from the Edmonds Skytrain station, with easy access by public transit and car. There is free parking underground. Nearby attractions include the Shadbolt Centre for the Arts, the Burnaby Village Museum, the Burnaby Art Gallery, and the Edmonds Community Centre. Metrotown Mall is 3km away and downtown Vancouver is 20km away.

www.nikkeiplace.org

www.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html