

# Job Posting

## Facility Team

### Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC V5E4M7

604 777-7000

Hours: Part-time and on-call

Salary: \$16.75 per hour

#### **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, Skwxwú7mesh Úxwumixw Squamish, səliłw ətaʔt 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 Facility Staff is a hands-on staff person assuming overall responsibility for the set up and cleaning duties and for facilitating use of the Nikkei National Museum & Cultural Centre.

#### **What you'll do (duties):**

- Set-up and take down for events, programs, meetings, weddings, birthday parties (Tables, chairs, AV equipment)
- Customer Services (on-site communication)
- Facility Management/Maintenance
- Facility upkeep/cleaning
- Ensure all requested audiovisual equipment and accessories are set up to specifications and are in good working order
- Other duties as required

#### **Who you are (qualifications):**

- Lifting and moving of tables and chairs, some janitorial duties, customer service.
- Audio Visual, and technical equipment knowledge an asset.
- Evening & weekend shifts with the occasional weekday shifts. Flexible.
- Minimum 7 month work visa required.
- Conversational level English required (opportunity to improve your English!)
- Japanese language ability is an asset.
- Punctual, reliable, a team player.



### **Applications**

No calls, please.

Please forward applications with resume by email to Patrick Fujisawa, Facility Team

Coordinator: [facility\[at\]nikkeiplace.org](mailto:facility[at]nikkeiplace.org)

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](http://www.nikkeiplace.org)

[www.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html](http://www.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html)