

## **Job Posting**

### **Event Assistant (Seasonal)**

#### **Nikkei National Museum & Cultural Centre**

6688 Southoaks Crescent, Burnaby BC V5E4M7

604.777.7000

Start of employment: May 12-Aug 31, 2025

Hours: 9:30 am – 5pm Tuesday to Saturday or Wednesday to Sunday (event days)

Salary: \$18.00 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 x<sup>w</sup>məθk<sup>w</sup>əyəm Musqueam, Skwxwú7mesh Úxwumixw Squamish, səliłwətaʔ+ Tsleil-Waututh, and k<sup>w</sup>ik<sup>w</sup>əłəm Kwikwetlem First Nations territories. The NNMCC's mission is to honour, preserve and share the history and heritage of Japanese Canadians and Japanese culture in Canada. We fulfill our mission through exhibits, cultural and educational programs, special events, archival preservation and research, and community partnerships.

#### **Job description:**

The Event Assistant will report to the Communications Coordinator and will focus on public events and programs, including the Nikkei Matsuri at the Nikkei Centre, as well as outreach initiatives. As a vital member of the event team, the Event Assistant is responsible for providing comprehensive operational and logistical support to ensure the successful execution of all events, programs, and outreach efforts.

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

- Work together with the event team to plan, prepare, and execute events, programs, and outreach activities.
- Coordinate resources, vendor setups, and logistical details to ensure a well-organized event environment while collaborating with the event team and other stakeholders.
- Collaborate closely with vendors, community partners, and stakeholders to ensure their needs are met and to address any on-site issues.
- Act as a point of contact to address inquiries, provide necessary information, support check-ins, and ensure overall satisfaction during NNMCC's initiatives.
- Support the Volunteer Coordinator in training and directing volunteers.
- Stay up to date on understanding all necessary regulations and principles.

- Perform daily administrative tasks such as managing applications, processing payments, monitoring emails, and contacting individuals to ensure smooth functionality and coordination.
- Respond to inquiries from the public, vendors, and other organizations.
- Providing coverage at the reception desk as needed.
- Perform other duties as required for NNMCC's programming.

***What you'll gain (learning objectives):***

- **Experience working in a culturally diverse environment:** Collaborate with vendors, community partners, other organizations and volunteers representing diverse backgrounds.
- **Develop proficiency in planning and assisting in coordinating programming:** Actively contribute to the planning and execution of all the programming.
- **Skills in managing tasks and deadlines:** Coordinate daily administrative tasks, ensuring applications, payments, and emails are efficiently handled.
- **Managing days and adapting to changing circumstances:** Assist event team to ensure smooth operation and respond to on-site issues during events, adjusting plans as needed.

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

Candidates will be chosen based on 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.

- Must be a Canadian citizen, permanent resident, or hold refugee status in Canada and be between the ages of 15 and 30.
- Are legally entitled to work in Canada.
- Previous experience in event planning or coordination, either through internships, volunteer work or prior employment, would be an asset.
- Good level of computer literacy, including spreadsheets, 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 creative mindset contributes innovative ideas and solutions that enhance the overall quality of NNMCC's initiatives.
- Proficiency in the Japanese language would be an advantage.
- Knowledge of or interest in Canadian History/Japanese Canadian History/Japanese Culture.
- **Being available to work on weekends and flexible hours on event days.**

Note: this position depends on grant funding through Canada Summer Jobs.

### **Applications**

Please forward resume and cover letter by email to:  
Mike Ogawa, Operations Manager at - [hr@nikkeiplace.org](mailto:hr@nikkeiplace.org) with subject "Event Assistant". Applications will be accepted until the position is filled.

We appreciate all applicants for their interest. However, only those selected for an interview will be contacted. Thank you for considering a role with us.

### **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)

<https://tourismburnaby.com/explore/get-cultured/>