

# Job Posting

## **Event Assistant (Fixed Term, end Sept 6, 2026)**

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

6688 Southoaks Crescent, Burnaby BC

604.777.7000

#### ***Who we are:***

The Nikkei National Museum & Cultural Centre (NNMCC) is a non-profit, charitable society operating a Japanese Canadian museum, garden and cultural centre located in Burnaby, BC. The NNMCC's mission is to honour, preserve, and share the history and heritage of Japanese Canadians and Japanese culture in Canada. The NNMCC's mandate is to promote a better understanding and appreciation by all Canadians of Japanese Canadian culture and heritage; and awareness by all Canadians of the contribution of Japanese Canadians to Canadian society, through exhibits, programs, services, publications, public use of the facilities, and special events.

#### ***Position Summary:***

The NNMCC is seeking an energetic, customer-service focused Event Assistant to support events, visitor services, and cultural programs, reporting to the Project Manager. This role involves assisting the planning and execution of events and programs, conducting community outreach, and assisting with visitor services to enhance visitor experiences at the NNMCC. The Event Assistant's core responsibility is to assist with varied administrative and activity-based tasks and projects as required to support the Project Manager and the organization's goals.

#### ***Duties and Responsibilities:***

- Assist and collaborate with NNMCC staff and volunteers in the planning and preparation of the annual Nikkei Matsuri Festival, held on the Labour Day weekend.
- Support planning and logistics for day-of needs at outreach, events, and programs.
- Assist staff team with volunteer activities and supervise volunteers.
- Assist in the engagement and outreach with community partners.
- Support enhancement of members' and visitors' experiences.
- Represent the NNMCC in public outreach activities including summer events at various locations throughout Metro Vancouver.
- Other duties as required.

#### ***Qualifications and Skills:***

Candidates will be chosen on the basis of their skill level and ability. 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.

- This funded position requires that applicants be between 15 and 30 years of age at the start of employment.
- Canadian citizen or a permanent resident, legally entitled to work in Canada.
- Previous experience in event planning or coordination, through internships, volunteer work, or prior employment is an asset.
- A collaborative team player, able to work independently and as a team.



- Organized and detail-oriented, flexible, and able to multi-task.
- A creative mindset to contribute innovative ideas and solutions, enhancing the overall quality of events, programs and other projects.
- Computer literacy and strong communication skills, confident in customer service and engagement with members of the public.
- Knowledge of or interest in Canadian History/Japanese Canadian History/Japanese Culture.
- Japanese language ability is an asset.
- Current Serving It Right (SIR), Food Safe, First Aid and Driver's license are assets.

**Terms of Employment:**

**Position:** Full-Time (Fixed Term, end Sept 6, 2026)

**Schedule:** 35 hours per week. Wednesday to Sunday (expectation to adjust schedule to include occasional evenings, Mondays and Tuesdays)

**Compensation:** \$19.00 per hour

**Start Date:** Earliest starting date of May 8, 2026

**Applications**

Please forward resume and cover letter by email to:

Nikkei National Museum & Cultural Centre HR - [hr@nikkeiplace.org](mailto:hr@nikkeiplace.org) with subject "Event Assistant"

Applications will be accepted until position is filled. Review of applications begins May 1, 2026.

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

**Location**

The NNMCC is located in the centre 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.

[centre.nikkeiplace.org](http://centre.nikkeiplace.org)

[tourismburnaby.com](http://tourismburnaby.com)