

The Nikkei National Museum & Cultural Centre (NNMCC) is seeking an enthusiastic, motivated individual to join our team as the Public Programmer at our Japanese Canadian museum, cultural centre and garden located in Burnaby BC. Our mission is to honour, preserve, and share Japanese Canadian history and heritage and Japanese cultural in Canada.

Job title: Public Programmer

Job summary: The Public Programmer leads the planning, development, coordination, and delivery of programs at the NNMCC, ensuring they align with the organization's mission, vision, and values. The Public Programmer ensures that programs and activities are well-organized, engaging, and delivered effectively to achieve their intended objectives. The role involves working collaboratively with NNMCC members, staff, volunteers, community partners, and other stakeholders to develop and deliver meaningful programs that strengthen community engagement.

Organizational status: The Public Programmer will report to the Community Engagement Coordinator. Full time (35 hours/week) **Wednesday - Sunday** with expectation to adjust schedule to support activities. \$24.00/hr, plus health benefits.

Key Responsibilities:

- Plan, coordinate, and deliver cultural, community, and other NNMCC programs and events, ensuring alignment with the organization's mission, vision, and values.
- Coordinate seasonal, recurring, and major annual programs, including workshops, performances, talks, demonstrations, and community programs.
- Develop new programs in consultation with the Community Engagement Coordinator, responding to community interests and needs.
- Coordinate with instructors, artists, performers, facilitators, vendors, community organizations, and other partners.
- Manage program logistics, including scheduling, room bookings, equipment and supplies, registration, payments, contracts, permits, and other operational requirements.
- Work with Facility Staff and other NNMCC departments on setup, takedown, room preparation, equipment, and onsite needs.
- Coordinate and support program volunteers, including orientation, training, scheduling, communication, and onsite supervision.
- Provide reception and visitor services coverage as needed, including welcoming visitors, answering inquiries, processing transactions, and supporting front-of-house operations.
- Develop program information, signage, promotional materials, and participant communications in collaboration with the Communications Coordinator.



- Establish program goals, timelines, and budgets with the Community Engagement Coordinator and monitor activities and expenses.
- Monitor programming, address operational issues, and ensure a welcoming, accessible, culturally appropriate, and positive experience for participants and visitors.
- Collect feedback and evaluate programs based on attendance, participation, outcomes, and other relevant measures; maintain accurate program records.
- Build positive working relationships with staff, volunteers, members, instructors, partners, community organizations, and other stakeholders.
- Participate in staff meetings, training, and other activities supporting effective teamwork and NNMCC operations.
- Perform other related duties as assigned by the Community Engagement Coordinator and NNMCC.

Qualifications:

- College diploma or university degree in arts, cultural studies, hospitality, recreation, education, community development, or a related field, with at least two years of relevant experience; or an equivalent combination of education and experience.
- Experience planning, coordinating, and delivering public programs and events.
- Knowledge of Japanese Canadian heritage, Japanese traditions, arts, and culture.
- Excellent interpersonal, customer service, written, and verbal English communication skills, with the ability to work respectfully with diverse communities.
- Strong organizational and time-management skills, with the ability to manage multiple priorities, meet deadlines, and work independently and collaboratively.
- Experience coordinating or supervising staff and volunteers.
- Strong attention to detail and ability to remain professional in a fast-paced environment.
- Proficiency with Microsoft Office, Google Workspace, and common digital tools, including registration and scheduling systems. Website and social media experience is an asset.
- Japanese language proficiency is desired, with the ability to communicate effectively in Japanese in a professional and community setting.
- Flexibility to work evenings and occasional holidays as required.

Applications:

Please email your resume and cover letter to the Community Engagement Coordinator:

Yukiko Nishikawa – hr@nikkeiplace.org

DEADLINE: Wednesday, September 30, 2026

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

