

Job Posting

Matsuri Festival Assistant

Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC

604 777-7000

Period of employment: May 14 – September 1, 2019 (16 weeks)

Hours: 9:30 am – 5pm Tuesday to Saturday (with occasional evenings and Sundays)

Salary: \$15.00 per hour

Who we are:

The Nikkei National Museum & Cultural Centre (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.

What you'll do (duties):

- Collaborate with all NNMCC staff members and the volunteer festival committee to assist in planning and preparation for the seventh annual Nikkei Matsuri Festival, a two-day Japanese cultural festival August 31-September 1, 2019 with an annual attendance of over 14,000
- Work with the Volunteer Coordinator to recruit, coordinate and schedule over 300 volunteers for the festival
- Plan and oversee workshops and arts and crafts activities taking place on the second floor of Nikkei Centre during the festival
- Spread the word about Nikkei Matsuri using traditional and social media marketing methods
- Represent the NNMCC in public outreach activities at Japanese Canadian community festivals and special events such as the Powell Street Festival
- Other duties as required

Who you are (qualifications):

- 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
- A Canadian citizen, permanent resident, or refugee between the ages of 15 and 30
- Students in the fields of marketing, communications, hospitality, tourism, education, history, anthropology, Asian studies, arts administration, and recreation are particularly encouraged to apply
- Computer literate, fluent in English
- Knowledge of Canadian and/or Japanese Canadian history, knowledge of Japanese language, and a driver's license are assets.

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



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
- 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

Applications

Please forward applications with resume by email to: Karah Goshinmon – kgoshinmon@nikkeiplace.org
Applications will be accepted until April 26, 2019. POSITION IS DEPENDENT ON GRANT FUNDING.

Location

The Nikkei National Museum 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

