



powell street festival society

JOB POSTING

The Powell Street Festival Society's (PSFS) mission is to cultivate Japanese Canadian art and culture to connect communities. The main activity is producing the Powell Street Festival (PSF), an annual celebration of Japanese Canadian arts, music and culture in Vancouver's historic Japanese Canadian neighbourhood, Paueru Gai in the Downtown Eastside (DTES). With the support of over 250 volunteers, this two-day free event is the largest of its kind in Canada and the longest running festival in Metro Vancouver, entering its 46th year. PSFS is a non-profit professional arts presenter that is progressive, diverse, contemporary, and compelling.

PROGRAM ASSISTANT

Powell Street Festival Society seeks a dedicated team player for the position of Program Assistant for the 46th Annual Powell Street Festival. This temporary position is a full-time position (35 hr/week) and will start on May 9 and end August 12, 2022.

Working with PSFS staff, Board of Directors, and Festival Core Committee, the Program Assistant will work with a team and independently on the Festival production. The position will require working from home, in an office, and also at the festival site location.

Duties include:

- assist with the artists contracts, schedule and stage plots
- assist with the festival program and website content
- assisting with online and in-person society events
- supporting live events in the Powell Street neighbourhood
- assisting with donations and supplies, including pick-ups and deliveries
- assist with the Festival Coordinator kits and site signage
- assist with and participate in day-to-day administrative work
- necessary post-festival wrap-up

During a set period between July 16 and August 12, 2022, the Program Assistant and Executive Director will work out an averaging agreement. During this period, the Program Assistant will work 160 hours, averaging out to 4 weeks of full-time work (averaging 40 hours per week). Wages will be paid out based upon a 40-hour work week. Overtime will be paid if the Program Assistant works more than the specified hours in the agreed schedule between July 16 and August 12, 2022. The Program Assistant is required to discuss with the Employer should they anticipate overtime will be required.

Please note that this position will also require some manual labour.

The Program Assistant reports to the Program Coordinator.

QUALIFICATIONS:



powell street festival society

The ideal candidate will demonstrate professionalism as a representative of PSFS while understanding the stakeholders and audience of a community-based organization. The candidate must possess excellent verbal and written communication skills and organizational skills, be creative and resourceful, and be able to work equally well independently and collaboratively. Definite assets include working knowledge of Japanese or other Asian languages, first aid training, and access to a vehicle. Candidates should be familiar and comfortable working in the Downtown Eastside Neighbourhood in which the Festival has been held for over 40 years.

The candidate must have a flexible schedule and be able to work some evenings and weekends, including attending committee meetings as needed. Must be available during the following dates for the Powell Street Festival: July 30 to August 6, 2020.

The deadline for applications is 10:00 am, March 28, 2022.

Applications will be accepted by email only. Please submit a resume and cover letter to [jobs\[at\]powellstreetfestival.com](mailto:jobs[at]powellstreetfestival.com), and include “Festival Production Team” in the subject line. No phone calls please.

Powell Street Festival Society thanks all applicants in advance for their interest; however, only short-listed candidates will be contacted.

Wage is commensurate with experience: \$18.40-\$24.90/hour