



**powell street festival society**

## **JOB POSTING**

The Powell Street Festival Society's (PSFS) mission is to cultivate Japanese Canadian arts 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 (since 1977). PSFS is a non-profit professional arts presenter that is progressive, diverse, contemporary, and compelling.

This Special Projects Coordinator position is ideal for a student who is interested in Japanese Canadian art, culture and history and is seeking work experience within the cultural sector. This one-year contract is for a part-time position with the potential to evolve into a full-time, permanent position.

In preparation for our 50<sup>th</sup> Annual Festival in 2026, we are embarking on a Community Outreach and Content Development Phase throughout 2024. This work will provide numerous opportunities for festival stakeholders to connect, share, reflect and plan a resilient future through the collective development of a 50<sup>th</sup> Anniversary Powell Street Festival retrospective exhibition. Duties include:

- Assist with archival research and content development;
- Conduct one-on-one phone and in-person interviews;
- Coordinate stakeholder round-tables, surveys and any additional programs related to the 50<sup>th</sup> Anniversary project;
- Assist with research and budgeting for the exhibition production costs;
- Assist with artist outreach and new commissions;
- Coordinate content management system.

## **QUALIFICATIONS:**

The ideal candidate will have exceptional interpersonal and communication skills, and strong attention to detail.

- experience with volunteer-run organizations is an asset.
- they will have an ability to work calmly under pressure.
- The position requires exceptional organizational skills.
- The candidate must be creative and resourceful, and able to assess and handle difficult situations.
- Working knowledge of Japanese or other Asian languages is an asset, and/or experience working with non-native English language speakers.
- Specific experience with, or knowledge of, the national and local Asian Canadian arts scenes, the mainstream arts community, and of the operations of non-profit societies is also desirable.



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The successful candidate is required to work at the administration office, remotely, as well as on location. The position is open until filled.

**Applications will be accepted by email only. Please submit a resume and cover letter to [jobs\[at\]powellstreetfestival.com](mailto:jobs@powellstreetfestival.com), and include “Special Projects Coordinator” 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: \$20.00-\$24.90/hour