



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, entering its 47th year. PSFS is a non-profit professional arts presenter that is progressive, diverse, contemporary, and compelling.

PROGRAM COORDINATOR DUTIES AND RESPONSIBILITIES

Powell Street Festival Society seeks dedicated team player to fill a permanent fulltime position (35 hours/week). Working with the Executive Director (ED), staff, volunteers and contractors, the Program Coordinator is responsible for the following tasks:

- In cooperation with staff, volunteers and the Executive Director (ED), initiate curatorial and program commissions and projects;
- Support the Nakama Volunteers Monthly Meetings and Task Team meetings;
- Oversee the festival performance, demonstration and display application process;
- Coordinate the artists' festival appearances (i.e. contracts, technical requirements, logistics, etc.);
- Coordinate the community art engagement program, JC Youth Cohort, and any new artistic programming initiatives and partnerships;
- Coordinate the society's paper and digital archive;
- Coordinate the off-season productions and co-productions;
- Draft support and partnership letters;
- Initiate outreach to artists and cultural producers whose works are consistent with PSFS's mandate;
- Attend other arts and community meetings as required (locally and abroad);
- Contribute to the maintenance of the stakeholder databases and statistical analysis;
- Assist with the festival production;
- Assist in liaising with local and national Japanese Canadian cultural and social organizations to foster awareness and partnerships;
- Additional tasks that may arise under the direction of the Executive Director.

The Program Coordinator and Executive Director will work out an averaging agreement. During a 4-week period, the Program Coordinator 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 40 hour work week. Overtime will be paid if the Program Coordinator works more than the specified hours in the agreed schedule. The Program Coordinator is required to discuss with the Employer should he/she anticipates overtime will be required.

Please note that this position reports to the Executive Director and requires some manual labour.

QUALIFICATIONS

The ideal candidate will have strong organizational skills, exceptional interpersonal and communication skills, and experience with MS Word and Excel. He/she will have experience with volunteer-run organizations and is to work calmly under pressure. The candidate must be creative and resourceful. 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. For contributing to event productions, the ability to lift up to 50 lbs, bend, kneel, use stairs and stepladders, etc. is an asset. Candidates should be familiar and comfortable working in the Downtown Eastside Neighbourhood in which the Festival has been held for over 40 years.

Must have a flexible schedule and able to work some evenings and weekends, including attending committee meetings as needed.

Open until position is 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 "Program 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 range is \$20 to \$26.00, plus vacation and benefits.