



powell street festival society

パウエル祭協会

50 years of Celebrating Japanese Canadian Arts and Culture

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JOB POSTING – Interim Executive Director (Parental Leave)

Powell Street Festival Society

The Powell Street Festival Society (PSFS) is a non-profit arts organization dedicated to celebrating Japanese Canadian art and culture to connect communities.

Our primary activity is the Powell Street Festival, an annual celebration of Japanese Canadian arts, music, culture, and community held since 1977 in Vancouver's historic Japanese Canadian neighbourhood of Paueru Gai in the Downtown Eastside. For five decades, the Festival has provided a space for artists and communities to share creative work, build relationships, and connect with audiences.

Alongside the annual Festival, PSFS presents and supports year-round arts and cultural programming, including artist commissions, performances, exhibitions, community-engaged projects, youth initiatives, and collaborations. Following our 50th anniversary, PSFS is entering a new chapter, looking ahead to the 51st Powell Street Festival and beyond while continuing to develop meaningful year-round programming.

THE POSITION

PSFS is seeking an interim Executive Director for a 13–14-month contract (covering parental leave) to provide organizational leadership and continuity during a period of transition and growth.

Working closely with the Board of Directors, staff, artists, volunteers, funders, donors, and community partners, the Executive Director will oversee the day-to-day operations of the Society, support the delivery of year-round programming and the annual Powell Street Festival, and ensure the organization remains financially and operationally healthy.

This is a hands-on leadership role suited to someone who enjoys working across organizational management, arts and cultural programming, fundraising, community relationships, and Festival planning. The successful candidate will step into an established organization and team, with the support of the Board and existing staff. The role is focused on maintaining momentum, supporting the organization's ongoing work, and helping PSFS move confidently into its next chapter.

KEY RESPONSIBILITIES

Organizational Leadership & Governance

- Work closely with the Board of Directors to advance PSFS's mission, priorities, and strategic direction;
- Provide regular, clear, and timely communication to the Board and support effective Board governance;
- Work with the Board and staff to implement organizational priorities and annual work plans;
- Oversee the day-to-day operations of the Society and ensure Board policies and organizational procedures are followed;
- Prepare for and support Board and committee meetings, including reports and materials;



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- Maintain positive and collaborative relationships with staff, volunteers, artists, community members, and partners.

Financial Management

- Oversee PSFS's financial management in collaboration with the Treasurer, bookkeeper, and staff;
- Monitor cash flow, budgets, expenditures, and financial reporting;
- Prepare and present budgets and financial reports to the Board;
- Work within approved budgets and support the organization's financial stability;
- Oversee annual financial statements, audit processes, and required government and regulatory filings with the appropriate staff and service providers.

Fundraising & Development

- Lead and support PSFS's fundraising, sponsorship, donor, and grant activities;
- Oversee operating and project grant applications and reports in collaboration with staff;
- Maintain relationships with funders, donors, sponsors, and community supporters;
- Identify and pursue appropriate funding and revenue opportunities.

Staff & Operations

- Provide leadership, support, and supervision to PSFS staff and contractors;
- Support recruitment, onboarding, performance management, and staff development as needed;
- Maintain effective HR, administrative, and operational systems and policies;
- Oversee volunteer engagement in collaboration with staff and volunteer leadership;
- Ensure PSFS's records, agreements, databases, and administrative systems are maintained;
- Support a healthy, respectful, and collaborative workplace.

Arts & Cultural Programming

- Provide leadership and support for PSFS's year-round arts and cultural programming;
- Work with staff and volunteers on the artistic development and delivery of the 51st Powell Street Festival;
- Support relationships with artists, cultural producers, arts organizations, and community partners;
- Support the development and delivery of performances, exhibitions, workshops, community-engaged projects, and other artistic initiatives;
- Support co-productions, partnerships, and new projects that align with PSFS's mandate;
- Attend relevant arts, cultural, and community meetings and events as appropriate.

Community Engagement

- Maintain relationships with Japanese Canadian cultural and community organizations and local partners;
- Support PSFS's ongoing engagement in Paueru Gai and the Downtown Eastside;
- Support Community Care and other neighbourhood-based initiatives;



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- Represent PSFS at community, cultural, and sector events and meetings;
- Foster respectful and meaningful relationships with the diverse communities connected to PSFS.

QUALIFICATIONS & EXPERIENCE

The ideal candidate will have:

- Post-secondary education in arts administration, cultural management, fine arts, humanities, business, non-profit management, or a related field, or an equivalent combination of education and experience;
- At least five years of experience in arts, cultural, community, or non-profit management, with experience in a leadership or senior management role;
- Experience working with a Board of Directors and/or volunteer-led organization;
- Experience with financial management, budgeting, and organizational administration;
- Experience supervising and supporting staff and contractors;
- Experience with fundraising, grant applications, reporting, and relationship development;
- Strong organizational and project management skills, with the ability to balance multiple priorities;
- Excellent written, verbal, and interpersonal communication skills, including confidence with public speaking;
- Experience working collaboratively with artists, volunteers, community members, funders, and organizational partners;
- An understanding of arts and cultural programming and the Canadian non-profit arts sector;
- A demonstrated commitment to community engagement, collaboration, and inclusive practice;
- Good judgment, initiative, adaptability, and the ability to make decisions independently while understanding the role of the Board; and
- Comfort working in Vancouver's Downtown Eastside and engaging respectfully with its diverse communities.

Assets include:

- Knowledge of Japanese Canadian and/or Asian Canadian arts, culture, and community;
- Working knowledge of Japanese or another Asian language;
- Experience with festival or event production;
- Experience working with diverse cultural and linguistic communities;
- A valid Class 5 or higher BC driver's licence; and
- Familiarity with the Downtown Eastside.

We recognize that candidates may not have every qualification listed above. We welcome applications from people with a range of educational and professional backgrounds whose experience, perspectives, and interests would contribute meaningfully to the work of PSFS.

TERM, HOURS & WORK ENVIRONMENT

This is a parental leave contract, anticipated to begin in February or March 2027 and conclude in April 2028.



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The position is full-time at 37.5 hours per week.

PSFS operates year-round, with seasonal fluctuations around the Powell Street Festival and other major projects. The position requires some evening and weekend work, particularly during Festival and event periods.

PSFS's offices are located in downtown Vancouver, with a hybrid working arrangement available. The role also requires regular in-person participation in meetings, events, Festival activities, and community activities.

COMPENSATION

\$32.00–\$40.00 per hour, depending on experience and qualifications, plus vacation pay and extended health benefits.

APPLICATION PROCESS

Applications will be accepted until the position is filled.

Please submit a resume and cover letter by email to jobs@powellstreetfestival.com with “Executive Director – Parental Leave” in the subject line.

No phone calls, please.

PSFS thanks all applicants for their interest; however, only shortlisted candidates will be contacted.

PSFS is committed to fostering an inclusive and accessible workplace and welcomes applications from people with diverse backgrounds, experiences, and perspectives.