



**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 - Arts and Cultural Programmer**

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 in Vancouver's historic Japanese Canadian neighbourhood of Paueru Gai in the Downtown Eastside. Founded in 1977, PSFS celebrated its 50th Festival in summer 2026. 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. We are looking ahead to the 51st Powell Street Festival and beyond, while continuing to develop meaningful year-round programming. We are seeking an Arts and Cultural Programmer to help shape and deliver this work in collaboration with the Executive Director, staff, artists, volunteers, and community partners.

PSFS's programming spans a wide range of artistic and cultural practices. The Powell Street Festival presents film, visual displays and installations, dance, ceremonial and cultural presentations, literary arts, martial arts, music and taiko, theatre, workshops, and community presentations.

Throughout the year, PSFS also presents a range of artistic projects and performances and undertakes community engagement and cultural activities in and around the Downtown Eastside. The Arts and Cultural Programmer will help develop programming that reflects Japanese Canadian arts and culture while building meaningful connections with artists, community members, and neighbourhood partners.

### **DUTIES AND RESPONSIBILITIES**

- Develop and coordinate year-round artistic and cultural programs, projects, commissions, presentations, and community-engaged initiatives;
- Coordinate and manage the programming of the annual Powell Street Festival including artist applications, contracts, schedules, technical requirements, logistics, and communications; etc.
- Research and initiate outreach to artists, cultural producers, and community partners whose work aligns with PSFS's mandate;
- Develop and support youth, community, and intergenerational arts initiatives;
- Coordinate off-season productions, presentations, and co-productions;
- Develop and maintain relationships with Japanese Canadian cultural and community organizations and Downtown Eastside partners;
- Coordinate and maintain program archives, records, and databases;
- Contribute to grant applications, reports, evaluation, and other program administration;
- Attend relevant arts, cultural, and community meetings as required;
- Assist with Festival preparation and on-site production, including some hands-on work; and
- Undertake additional projects as directed by the Executive Director.



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The Arts and Cultural Programmer will move between program development, artist relations, community engagement, administration, and hands-on Festival work.

## **QUALIFICATIONS**

The ideal candidate will have:

- Post-secondary education in arts administration, cultural management, fine arts, humanities, or a related field, or an equivalent combination of education and experience;
- Experience working in arts, cultural, community, or non-profit organizations;
- Experience developing, coordinating, or delivering artistic or cultural programs;
- Strong organizational and project management skills, with the ability to manage multiple projects and deadlines;
- Excellent interpersonal, written, and verbal communication skills;
- Experience working collaboratively with artists, volunteers, community members, and partners;
- Experience with grant writing, applications, reporting, and/or program evaluation;
- Creativity, initiative, resourcefulness, and good judgment;
- An interest in Japanese Canadian art, culture, history, and community;
- Familiarity with the Canadian arts and cultural sector, particularly Japanese Canadian and/or Asian Canadian arts and culture;
- Experience working with volunteers or volunteer-led organizations; and
- Strong administrative and digital skills, including Microsoft Word, Excel, and other common office and communications tools.

## **Assets include:**

- Working knowledge of Japanese;
- Experience with community-engaged, participatory, or interdisciplinary arts practice;
- Experience with festival or event production;
- Familiarity with the Downtown Eastside and experience working in community-based settings;
- A valid Class 5 or higher BC driver's licence;
- Experience working with diverse cultural and linguistic communities.

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.

## **HOURS AND WORK ENVIRONMENT**

This is a permanent, full-time position 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.



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The role includes some hands-on event and Festival work. The ability to lift and carry materials, bend, kneel, use stairs and stepladders, and work outdoors is an asset.

Candidates must be comfortable working in Vancouver's Downtown Eastside and engaging respectfully with its diverse communities.

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.

An averaging agreement may be established with the Executive Director to accommodate seasonal fluctuations in hours, in accordance with applicable employment standards.

### **COMPENSATION**

\$24.00–\$28.00 per hour, depending on experience and qualifications, plus vacation pay and benefits.

### **APPLICATION PROCESS**

Open until the position is filled.

Please submit a resume and cover letter by email to [jobs@powellstreetfestival.com](mailto:jobs@powellstreetfestival.com) with “Arts and Cultural Programmer” 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.