



## **ABOUT THE SOCIETY**

The Powell Street Festival Society's mission is to celebrate the arts and culture of Japanese Canadians and Asian Canadians, to encourage Asian Canadians to take a leadership role in the development of the arts in Canada, and to foster community development through cultural events. The Society's main objective is to produce the Powell Street Festival, an annual celebration of Japanese Canadian arts, culture and heritage. It is the largest event of its kind in Canada and the longest running festival in Metro Vancouver, entering its 36th year. The Society also produces its own programming as part of an annual season and participates in co-presentations with other arts organizations throughout the year.

## **ADMINISTRATIVE ASSISTANT**

Powell Street Festival Society seeks a dedicated team player for the position of Administrative Assistant for a renewable one-year, part-time placement from January 2012 to January 2013.

Working with the General Manager and Programming Director, seasonal staff (Production Coordinator, Volunteer Coordinator and Communications Coordinator), Board of Directors and Festival Core Committee, the Administrative Assistant will be responsible for general administration for the Festival and year-round programs. Under the supervision of the General Manager and Programming Director, the Administrative Assistant will:

- Liaise with artists and curators for bookings and program development, grant applications and publicity
- Book out-of-town artist flights, assist with Festival programming and artist selection processes, assist with project development for season events including Spatial Poetics, Kibatsu Cinema and Cute to Kill
- Assist with regular publicity production, including but not limited to: website and social media account updates, fall and summer newsletter production, monthly e-newsletter production, Festival program production, poster and rackcard/postcard production and distribution
- Assist with preparations for fundraisers by soliciting donations, securing venues, liaising with artists/caterers/technicians, coordinating volunteers
- Solicit Festival lottery donations, acquire Gaming licence, oversee lottery ticket production, coordinate Festival lottery sales
- Assist with Festival sponsorship requests
- Oversee Festival permit acquisitions
- Assist with coordination of the Board Retreat by securing accommodations, arranging travel, arranging food delivery, preparing board package including agenda, post-mortem minutes, all supplementary information
- Coordinate the Festival Volunteer Party, including securing a venue, soliciting donations, arranging food orders, organizing volunteer prizes and games
- Update, distribute and receive Festival artist applications
- Confirm Festival community groups, performers, vendors and venues
- Manage Society database
- Manage and maintain phone and email correspondence
- Draft and prepare a range of documents related to Society business and Festival production



**powell street festival society**

## **QUALIFICATIONS**

- Excellent interpersonal and communication skills
- Strong time management and multi-tasking skills
- Ability to work flexible hours, including weekends
- Ability to work independently and as part of a team
- Microsoft Word and Excel experience required
- Database and website maintenance experience an asset
- Fundraising and event production, particularly in the non-profit cultural sector, an asset

## **LEARNING OPPORTUNITIES**

The Administrative Assistant will gain important on-the-job skills and knowledge particular to cultural non-profit organizations, including fundraising skills, project management, event production and promotion, and grant writing skills. Through our main partnerships and productions, the Assistant will gain knowledge and insight about Vancouver and BC artistic and cultural communities, and be afforded the opportunity to network and situate his or her self within those communities.

## **HOW TO APPLY**

Deadline for applications is **January 6, 2012**

Applications will be accepted by email only. Please submit a resume and cover letter to [gm@powellstreetfestival.com](mailto:gm@powellstreetfestival.com), with the subject heading '**PSFS Administrative Assistant**'. No phone calls please.

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

## **REMUNERATION**

Hours: approximately 25hrs/week

Wage: commensurate to experience, \$14-16/hr