



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.

### **STAKEHOLDER ENGAGEMENT COORDINATOR DUTIES & RESPONSIBILITIES**

Powell Street Festival Society seeks dedicated team player to fill a permanent part-time position (20 hours/week) that increases to full-time during the Festival Production Season (May through August). Working with the Executive Director (ED), staff, volunteers and contractors, the Stakeholder Engagement Coordinator is responsible for the following tasks:

#### **Fundraising**

- In cooperation with the Fundraising Committee and ED, initiate and coordinate sponsorship, donor and fundraising programs;
- In collaboration with the ED, coordinate sponsorship requests;
- Contribute to the writing of grant and sponsorship applications;
- Coordinate Society tax receipts;
- Coordinate the Festival Lottery, including the license, prizes, ticket production, sales and reports;
- Chair the monthly Fundraising Committee meetings;

#### **Volunteer Engagement**

- Coordinate off-season volunteer program;
- Coordinate the Festival Volunteer Party, including securing a venue, soliciting donations, arranging food orders, organizing volunteer prizes and games;
- Contribute to the development of the online volunteer platform and database;

#### **Media**

- Coordinate off-season media campaigns;
- In collaboration with the Festival Publicist, coordinate festival media coverage;
- Coordinate the website, monthly newsletter and social media;
- Assist with the production of publicity and promotional materials;

#### Additional tasks

- Assist with the festival production;
- Coordinator stakeholder surveys;
- Contribute to the maintenance, reporting and statistical analysis of the media, volunteer and donor databases, as well as the Japanese Canadian Artists Directory;
- 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. Experience with InDesign, WordPress and SharePoint is an asset. 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. Understanding of Canadian Revenue Agency guides for charities, Canada's Anti Spam Law, and British Columbia's Personal Information Protection Act is an asset. 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.

**The deadline is December 15, 2019.**

**Applications will be accepted by email only. Please submit a resume and cover letter to [emiko@powellstreetfestival.com](mailto:emiko@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 is \$16 to \$19/hour, plus vacation and benefits.