



Community Connector & Moon Festival Production Assistant

This position will work with the Artistic Director of Still Moon Arts, the Moon Festival Director, the Production Manager, members of the Still Moon Arts Board, and the summer team. It is designed to support the administrative and event planning needs of the Society while catering to the goals of the summer student. Through this job, the student will be able to build a deeper understanding of the daily administrative and artistic tasks required to run a small non-profit community arts organization and our major event of the year, the 16th Annual Renfrew Ravine Moon Festival which will be based on Birds.

Responsibilities

- Door-to-door outreach to neighbours and small businesses in the Renfrew-Collingwood Neighbourhood to discover their needs and assets
- Planning and assisting neighbourhood events to build community connections
- Research, plan, and implement community connection strategies such as postal-code mailouts, mailing list drive, and translation services
- Assist with event and activities agendas, scheduling, process, entertainment, décor, production schedules and onsite execution
- Respond to logistical needs of the Production Manager, including purchasing and rentals
- Support Moon Festival team with maintenance of meeting minutes and spreadsheets
- Maintain project documentation and improve archives, both online and hard copies
- Assist with organizing and maintenance of storage sites including inventory
- Collaborate with summer team to support Still Moon programs, activities, and outreach including Birds Birds Birds! (August 19-26)

Qualifications

- Excellent written/verbal communication in both English and a Second Language: Cantonese, Mandarin, Vietnamese, Tagalog, Spanish, Arabic, or Punjabi.
- Outgoing and friendly demeanour; demonstrated ability to connect with a wide variety of people from diverse backgrounds
- Post-secondary studies in marketing, business, event planning, nonprofit management, communications, geography, psychology, english or other related field an asset.
- Excellent organizational skills, including time management and prioritization
- Able to work independently, set own deadlines, and take initiative
- Demonstrated ability to adapt to varying work environments
- Proficiency in Office Suite, Google, Wordpress, and Mailchimp.
- Knowledge and experience with community event planning and asset-based community development an asset.
- Drivers licence and own vehicle an asset.

Job Details

Salary: \$15.00/hour **pending Federal approval**

Schedule: May 14th - August 31st, 2018. Includes some evenings and weekends.

Location: Renfrew-Collingwood community, Vancouver

Please submit your resume and cover letter by May 1st to **Crecien Bencio** at **crecienbencio@gmail.com**.

Still Moon Arts is an equal opportunity employer. We encourage individuals from a variety of backgrounds to apply, including LGBTQ folks, women, Aboriginal folks, and people from visible minorities.