



## **Vancouver Cherry Blossom Festival Job Posting**

### **Program Manager - Contractor Position**

Vancouver Cherry Blossom Festival produces an annual cherry blossom festival in celebration of Vancouver's approximately 20,000 cherry trees blossoming in March and April. The festival's goals are to:

- 1) Connect - We connect people through engaging, accessible, inclusive and family-friendly programming. We build community and cross-cultural understanding.
- 2) Celebrate - We celebrate Vancouver's love affair with the cherry blossom, enjoying each moment of the fleeting season.
- 3) Collaborate - We collaborate with dedicated volunteers and community partners to build innovative arts and cultural programs.
- 4) Educate - We educate people about the story of the cherry tree and its life in Vancouver.

The Program Manager position is new and will evolve over the next year based on the areas of skill and interest of the hired candidate. Our team is small, but growing and as such, we are looking for an energetic, enthusiastic Program Manager who can wear multiple "hats".

#### **The Role:**

- 1) Work with the Executive Director to plan festival event logistics including obtaining permits, developing site maps, ticketing and production schedules
- 2) Oversee seasonal Volunteer Coordinator who will manage 200 volunteers
- 3) Work with Event Production crew to ensure the overall festival plan comes to fruition
- 4) Assist with Sponsorship fulfillment by tracking sponsor deliverables and delegating related tasks
- 5) Work with the Artistic Director to source and manage talent
- 6) Assist the Executive Director with fundraising through planning fundraiser events, developing a merch plan and scouting for new sponsors
- 7) Assist with day-to-day operations including grant writing and reporting, financial reporting, budget tracking, license renewals and managing festival resources.
- 8) Attend monthly board meetings as required to provide information to the directors
- 9) Work with multiple community partners that contribute to VCBF events

#### **Expected Skills and Experience:**

- 1) Event production or project management experience
- 2) Demonstrated ability to create detailed plans and manage many details
- 3) Exceptional written and verbal communication skills

- 4) Experience managing, motivating and appreciating volunteers
- 5) Budget management skills
- 6) Experience with grant writing and/or reporting is an asset
- 7) Ability to problem solve and analyze situations from multiple perspectives
- 8) Competence with Google Suite, Adobe Suite or Canva
- 9) Ability to develop rapport with sponsors, volunteers and community partners
- 10) Drivers License an asset

**Desired Personal Attributes:**

- 1) Energy and enthusiasm for community building events
- 2) Flexibility and adaptability
- 3) Self-motivated
- 4) Positive Attitude

**Position Details:**

- Full-time Contractor Position - 32-40 hours per week
- Contract Dates: November 20, 2023 - November 15, 2024 (start time is negotiable)
- Compensation: \$4480 per month
- Our team is small so we are all contractors at the moment. Within one year, we will move everyone to employee status.
- 50% work from home available

**Application Details:**

Please apply with a cover letter detailing your experience and why you think you would be a good fit for this role and a resume to [andrea@vcbf.ca](mailto:andrea@vcbf.ca) .

Application deadline: October 30, 2023

**Diversity and Inclusion:**

VCBF is committed to hiring team members and volunteers who reflect the diversity of the city of Vancouver. We encourage those from equity-seeking or under-represented groups to apply.