



Spirit of Spring

**Executive Director**  
Linda Poole

**Board of Directors**  
Peter Kreuk  
Dennis Shikaze  
Mark Waslen  
Korina Houghton  
Cassandra Florio

**Mission:**  
*To actively engage diverse communities through accessible arts and culture that celebrates the transcendent fragile beauty of the cherry blossom. To sustain & renew Vancouver's cherry tree heritage.*

**Charitable Registration #:**  
84529 8678 RR0001

**Position:** Festival Intern(s)

**Location:** Vancouver, BC | VanDusen Botanical Garden at 33<sup>rd</sup> and Hudson

**Reports To:** Executive Director or such other position as may be determined by VCBF

**Terms:** 4 months – 8 months

**Details & Commitment:**

- 16-32 hours/week from August/September 2018-May 2019
  - exact dates negotiable
- Unpaid practicum position
  - honorarium may be issued based on positive performance

**SUMMARY:**

This opportunity is designed for current students of Arts or Business programs, or related fields, and offers a tremendous opportunity to work in the festival/events and non-profit industry, gaining valuable experience, contacts and knowledge. The successful candidate should be available regularly on weekdays.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**(Other duties may be assigned as required)**

- Assisting the Cherry Team with the smooth running of our office
- Support in the development of VCBF's programs i.e.: Festival events, workshops, and being on-site
- Liaise and coordinate with partners and other service providers
- Assist in administrative work such as: tax receipts, invoicing, mailing in/out
- Develop deep understanding of our marketing strategy and monitor media efficiency
- Research for accurate and timely information as required
- Create and maintain presentations, spreadsheets, and database
- Improve and deliver insightful reports to help improve festival decisions
- Handle inquires online and by phone



## **QUALIFICATIONS & SKILLS**

### **Education and Work Experience**

- Student (full-time or part-time) or recent graduate of a post-secondary program, preferably in business, communications or special events.
- Customer service experience
- Experience working in community, non-profit/charity or festival events

### **Knowledge, Skills and Abilities**

- Strong customer service focus with a “can do” attitude
- Excellent oral and written communication skills in English and attention to detail
- Well organized and a self-starter with strong multi-tasking abilities
- Good time management skills with the ability to prioritize
- Ability to work effectively with other team members as well as function independently
- Strong computer skills, including MS Word, Excel, and PowerPoint/ Google applications
- Enthusiastic and passionate about cherry blossoms and community events
- Ability to adapt and adjust in a change-based environment
- Graphic design / Photoshop / InDesign skills are a positive asset

### **How to Apply:**

Please email your cover letter and resume to [info@vcbf.ca](mailto:info@vcbf.ca) with the subject line: VCBF Careers – Festival Intern

*We thank all applicants for your interest in being part of the Vancouver Cherry Blossom Team, however, only qualified candidates will be contacted*

