

Mochitsuki is Portland's annual Japanese New Year celebration with humble beginnings in a basement of a temple since 1996. Presented by the Japanese American Citizen's League, Oregon Nikkei Endowment, Portland Taiko, and Konko Church, the Mochitsuki Planning Committee (MPC) is comprised of dedicated volunteers from these organizations alongside community members affiliated with the Japanese American community at large. Current attendance is approximately 2,000, and encompasses 35-40 local organizations and vendors. <http://mochipdx.org/>

The goal of Mochitsuki is to celebrate tradition by sharing Japanese and Japanese American culture, and consists of three sections: stage performance, hands-on cultural activities, and a food court.

Mochitsuki Event Coordinator Job Description

The Event Coordinator's main duty is to ensure the event runs smoothly in every aspect. This includes constant correspondence with the venue, community partners, vendors, and the MPC to coordinate and finalize details of programs, layout, equipment, licenses, applications, and tasks before event day each year. Upcoming Mochitsuki is Sunday, January 28, 2018.

Upon completion of the event, at the evaluation meeting 1-2 weeks following, the position receives an "orei" (stipend) of \$1,500 and a letter of recommendation from the MPC.

The MPC is looking for candidates with strong community ties and commitment for a minimum of two years. Resumes will be accepted through Friday, August 4th or until position is filled. Include references and a one page cover letter of why you would like to join us in this position, and email to Mochitsuki@pdxjacl.org. Qualified candidates will be contacted for an interview.

Required Hours & Responsibilities:

1/27/18 Sat set-up (6 hrs), **1/28/18** Sunday event day (7am-6pm 11 hrs)
5-6 MPC meetings (Sep-Feb, generally Monday evenings from 6pm-8pm)

1. Responsible for all tasks to be completed for Mochitsuki Event Day (Follow up & Timeline)
2. Floor plan/layout/equip estimate (tables, chairs, ADA requirements, etc.)
3. Signage - Way finding/informational signage
4. Event program/fliers
5. Responsible for all correspondence with:
 - ✚ Community partners and Vendors
 - ✚ Venue
6. Responsible for all MPC meetings:
 - ✚ Updates from committees, consolidating, keeping track of current tasks

Qualifications:

- Coordinator must have excellent written and verbal communication skills - preferably have understanding of Japanese culture/communication style
- Be personable - enjoy working with community and diverse personalities
- Have strong time management skills - able to meet deadlines, delegate when necessary
- Be proficient in Microsoft Office (Word, Excel), and preferably Adobe Illustrator, InDesign
- Possess critical thinking skills - ability to troubleshoot solutions during a busy festival
 - ❖ Valid Driver's license required, own transportation preferred
 - ❖ Ability to work on feet, walk around large venue continuously for 4-6 hours, and lift/carry supplies (max 30lbs)
 - ❖ Basic marketing understanding
 - ❖ Adaptable/flexible in nature and in work hours