



STILL MOON ARTS

Still Moon Arts Society  
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Charitable Registration# 85625 3943 RR0001

## **JOB POSTING**

### **Moon Festival Production Assistant**

**25 March 2026**

## About us

Still Moon Arts Society (Still Moon) inspires vibrant and connected communities by facilitating artistic experiences and nurturing a passion for nature. They do so through their ecological arts and environmental stewardship programming, and founding festival, the Renfrew Ravine Moon Festival.

## Moon Festival

The Renfrew Ravine Moon Festival is a free month-long community arts and sustainability festival celebrating the full moon, harvest abundance, and diverse cultural traditions in the Renfrew Collingwood Neighbourhood of East Vancouver each September. It is committed to being a festival for everyone rooted in community collaboration, knowledge, and sharing. 2026 marks the 24th edition of the Moon Festival!

## The Role

The Moon Festival Production Assistant supports the Moon Festival Production Manager with logistics and execution of the festival. The chosen candidate will be a strong communicator, highly organized and able to meet deadlines. They will have experience running events and performing logistical/organizational tasks. They will be an excellent proactive problem solver, a quick learner, comfortable with learning new software independently, and confident talking with attendees, artists, technical crew, and donors. Through this job, the individual will build an understanding of event planning, administrative tasks, and community outreach required to run an arts festival. The division of responsibilities on main event days will be determined during festival planning based on funding levels and festival logistical needs.

### **Responsibilities**

#### General

- Support Still Moon's Moon Festival Production Manager (PM) in logistics, production, and festival staff support
- Support set up, take down and running festival events
- Perform miscellaneous errands and duties as needed
- Take meeting minutes as required
- Coordinate with artists and technicians to ensure required documentation is gathered; payment/invoicing, artist bios and contracts.

#### Special Projects

- Support with the implementation and execution of new projects and events

## Youth & Outreach

- In collaboration with other Still Moon staff, guide the high school-aged Youth Committee in contributing to the festival's planning and delivery. Ensure Youth Committee participant sign-in information and waivers are received and recorded.
- Support the PM with outreach to festival sponsors and tracking sponsorship requirements
- Support with community partner listings
- Implement community outreach engagement strategy with guidance from PM
- Time permitting, assist with strategy and outreach for individual donations and/or corporate sponsorship

## Logistics

- Coordinate tech rentals
- Organize and take inventory of event and festival materials
- Track event and volunteer statistics
- Track invoices
- Update and schedule surveys to solicit feedback from volunteers, site managers, artists and attendees, for evaluation and learning

## Volunteers

- Main liaison with volunteers during pre-festival period, then orients and supports the Volunteer Manager who will be present for the final 2-week festival period
- Responsible for communicating, orienting, and shift confirmations
- Attend school visits, volunteer orientations as needed
- Assembles volunteer info packages
- Support PM with volunteer t-shirt and food planning & implementation

## Promotion and Communication

- Create promotional pamphlets and signage from templates
- Update Festival website using WordPress and Divi visual builder.
- Draft email newsletters content;
- Social media & Events platform: (Facebook, Instagram, Eventbrite) Assist with promoting the festival and responding to public inquiries about the festival via social media accounts; uses templates to create Festival social media content and EventBrite listings (social media original content: 1-2 posts per week, 1-2 stories per week); responds to socials comments and messages daily.

## **Qualifications**

- Experience with festival, film or stage production, and/or community events.
- Experience with coordination, organizing and scheduling, using spreadsheets, liaising between parties, delegating tasks, providing support and mentorship to volunteers and festival staff
- Confidence in written communication (professional email and social media communication)
- Friendly, outgoing, and assertive communicator; likes sharing information, ideas and stories, is comfortable giving instructions and delegating tasks; experience in customer service, an asset
- Excellent organizational skills, including time management and prioritization
- Able to carry out medium-intensity physical tasks and comfortable working outside for extended periods.
- Proficient in G-Suite (Google Drive, GoogleSheets, GoogleDocs)
- Experience with graphics software (e.g., Canva) and social media
- Interest in arts, community development and environment
- Able to work independently and take initiative

- Drivers licence and access to a car are required.
- Second language (especially Cantonese, Mandarin or Tagalog), an asset - please indicate in your application if you speak or write a second language.
- The employee must provide their own personal computer and phone.
- Because this position works with youth and other vulnerable populations, the employee is required to successfully pass a vulnerable sector police check within the first 2 weeks of employment. This is a mandatory condition of employment.

This position is funded by Canada Summer Jobs. To be eligible, youth must:

- Between 15 and 30 years of age at the start of the employment;
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment (sorry, International Students are not eligible); and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Job Details**

**Salary:** \$24.00 / hr

**Location:** Hybrid. Renfrew-Collingwood Neighbourhood, Vancouver.

**Reports to:** Moon Festival Production Manager

**Start Date:** May 11, 2026

**End date:** October 2, 2026

**Schedule:** Average of 30 hrs/week for 21 weeks. Usual work week is Monday to Friday, with occasional evening and weekend work required. Actual hours worked per week may vary between 24 and 40 depending on festival programming needs.

**NOTE:** This position is contingent on funding. The position will be funded primarily by the Canada Summer Jobs program and is contingent on that program approving funding, expected mid-April 2026.

### How to apply

Please submit your Resume and Cover Letter **as a single file with your name in the filename** to [info@stillmoonarts.ca](mailto:info@stillmoonarts.ca) by **11:59 PM on Sunday April 12**. If you have any questions regarding the position, feel free to reach out.

*Still Moon Arts is committed to creating a just, equitable, diverse, and inclusive workplace. We value the leadership of people who have been historically and systemically marginalized and strongly encourage racialized, Indigenous, persons with disabilities and 2SLGBTQAI+ candidates to apply for the role. We encourage applicants to contact us to request any accommodations they require for the application process.*