richmond museum
SOCIETY

Event Assistant

The Richmond Museum Society seeks an Event Assistant to support the planning and delivery of the Richmond Regional Heritage Fair on May 7, 2027 and Doors Open Richmond on June 5-6, 2027.

The Event Assistant will assist with administrative tasks, participant engagement, setup and on-site coordination to ensure events run smoothly.

The Event Assistant will:

- Learn and use Asana to track project tasks, timelines, and event planning activities.
- Provide administrative support, including data entry, updating records and schedules, organizing documents, and maintaining event information.
- Assist with planning and preparing activities for children, families and the public, including researching, purchasing, and organizing supplies, equipment, and materials.
- Coordinate awards and prizes, including identifying potential in-kind sponsors, organizing prize materials, tracking recipients, and assisting with award distribution.
- Prepare event packages and coordinate their distribution internally and externally.
- Communicate with partners, participants, and the public by phone, email, and in person to support event coordination, registration, information gathering, and general correspondence.
- Assist with event setup and takedown, including preparing spaces, setting up signage and activity stations, and organizing equipment and supplies.
- Provide on-site event support, helping troubleshoot issues and responding to requests from staff, volunteers, participants, and visitors.
- Assist with event promotion and communications, including preparing materials, updating event information, and distributing promotional content.
- Assist with post-event activities, including organizing materials, collecting feedback, compiling attendance information, and completing follow-up tasks.
- Perform other event-related duties as required.

Required qualifications

- Strong organizational skills and attention to detail.
- Effective written and verbal communication skills.

- Proficiency with Microsoft Office and Google Workspace applications, including Word, Excel, Google Docs, Google Sheets, and Google Drive.
- Ability to work independently and as part of a team.
- Strong interpersonal and customer service skills.
- Demonstrated initiative and a proactive approach to planning and delivery.

Assets

- Experience in event coordination, administration, or public programming.
- Familiarity with Asana or other project management software.
- Experience working with volunteers or community partners.
- Interest in local history, heritage, museums, or community events.
- Ability to create engaging social media content and willingness to be filmed for short, event-related promotional videos.
- Driver's License for the Province of BC and access to a vehicle.
- Multilingual skills, particularly in languages spoken within Richmond's diverse communities.

Work Period and Environment:

- Weekly shifts from February through June 2027. This **on-site** work is expected to take approximately 300 hours.
- Must be available to work **on-site** on May 6-7 and June 4-6, 2027.

Contract Details:

- Fee: $30.00 per hour plus 16% in lieu of benefits
- Hours of work per week to be determined at the start of the contract.

Please send cover letter and resume by e-mail to museumed@richmond.ca

Deadline for submissions is Sunday November 22.

The Richmond Museum Society encourages applications from people of all backgrounds, identities, and lived experiences, including individuals from equity-deserving communities. We value diverse perspectives and welcome applicants who are passionate about contributing to an inclusive and engaging community. If you are excited about this opportunity, we encourage you to apply, even if you do not meet every qualification listed. We thank all applicants for their interest; only those selected for further consideration will be contacted.