



THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

Position Title:	Event Manager / Event Director – Sakura Matsuri-Japanese Street Festival
Position Type:	Regular, Exempt (Salaried), Full-time
Level:	Manager or Director (commensurate with experience)
Start Date:	October 1, 2026
Reports To:	President

ABOUT JASWDC & OUR MISSION

The Japan-America Society of Washington DC (JASWDC) is uniquely situated to pursue its mission of promoting friendship and understanding between Americans and Japanese in the Nation's Capital. Drawing on the unique resources of the region and our 70-year history, JASWDC offers diverse programming across educational, cultural, business, and government spheres. JASWDC produces over 80 programs annually—including the National Japan Bowl and the annual U.S.-Japan Capital Gala—and hosts the longest-standing Japanese language school in Washington, D.C. For six decades, JASWDC has been the organizer and presenter of the Sakura Matsuri-Japanese Street Festival, the largest Japanese cultural event in the United States.

Work at JASWDC supports the vital people-to-people ties at the heart of the U.S.-Japan relationship. As part of our small, dedicated team, your role carries significant impact and responsibility. Here, you will directly see the fruits of your efforts in serving our community.

POSITION OVERVIEW

JASWDC seeks an Event Manager or Director to oversee the operations and execution of the Sakura Matsuri-Japanese Street Festival, while serving as an integral member of the Society's broader program management team. This role carries primary responsibility for leading a team of staff, contractors, and volunteers to ensure operational excellence, regulatory compliance, and community engagement.

ROLES AND RESPONSIBILITIES

1. Sakura Matsuri Operations & Management

Matsuri Coordination

- **Top-Line Coordination:**
 - Oversee work of Matsuri staff, contractors, and volunteer team in implementing the Matsuri in accordance with the Matsuri vision and strategy
 - Schedule and conduct regular (as needed) Matsuri Management Team planning meetings; Manage Matsuri planning documents and maintain organized and easy-to-navigate file storage
 - Manage the Matsuri workflow timeline & ensure benchmarks for planning and management of the Festival are met
 - Work closely with the Regulatory & Services Contractor to develop timeline of on-site events, draft load-in and load-out plan
 - Draft and maintain on-site staffing plan and schedule
 - Collaborate with other Society program teams to create synergy between programs
- **Regulatory:**
 - Work closely with Regulatory & Services Contractor to understand regulatory obligations and represent Matsuri plans, preparations, & responses to local authorities
 - Create (or contract out creation of) the annual Matsuri technical map in accordance with requirements of MSETG, the Matsuri, and contracted service providers
- **On-Site Management:**
 - Serve as top-line on-site manager of Matsuri personnel, coordinating work of contractors and volunteers
 - Backstop Regulatory & Services Contractor regarding on-site equipment set-up, takedown, and distribution management, as well as enforcement and oversight of regulatory obligations
- **Volunteer Support:**
 - Schedule and conduct on-site training walk-through for Volunteer leads (Steering Committee and Leadership Team)
 - Schedule and conduct monthly (as needed) Steering Committee meetings as well as two full Leadership Team meetings
 - Ensure Steering Committee and Leadership Team are sufficiently staffed
 - Oversee communications with Steering Committee to ensure timely decisions on performer and exhibitor applications, area layout, merchandising decisions, and other areas of pertinence to respective Steering Committee roles
 - Work closely with Volunteer Chair to ensure adequate supply of day-of volunteers and Leadership Team members (as needed) and help oversee the management of volunteer shift assignments
- **Inventory & Supplies Management:**
 - Conduct pre- and post-Matsuri inventorying of supplies
 - Collaborate closely with the Regulatory & Services Contractor to ensure that all supplies & equipment are ordered, inventoried, and organized correctly to meet the needs of Matsuri Steering Committee and Matsuri exhibitors
 - Serve as primary point of contact for contracted storage facility, clearly communicating storage needs and delivery expectations

- Host at least two "needs box" packing sessions for Steering Committee members or their delegates, involving advance provisioning of supplies, backstop Steering Committee members as needed in order to pack needs boxes in their place
- Identify and oversee provision of all Matsuri catering needs (Volunteer lunches and snacks, Chairman's Suite refreshments, special performer needs, water for stages, markets, and command center, etc.)

Strategic Management Support

- **Matsuri Vision:** Work closely with President to set annual goals and strategy for the Matsuri
- **Sponsorship Fulfillment:** Manage contracting and fulfillment of obligations to sponsors; serve as primary point of contact for sponsors and ensure coordination of Matsuri sponsorships with other Society program sponsorships
- **Branding & Marketing:** In close coordination with Communications Manager strategize Festival branding and marketing, including the Festival website and digital guidebook; implement strategies for expanding social media and newsletter readership through Matsuri engagements
- **NCBF Coordination:** Attend monthly NCBF/Embassy of Japan/JASWDC planning meetings
- **Volunteer & Member Integration:** In coordination with Communications Manager, utilize Matsuri assets to grow Society volunteer base, individual membership, and event attendance
- **Grant Support:** Apply for and manage grants, including, but not necessarily limited to, Special Event Relief Fund grant

2. General Program & Staff Support

- **Cross-Program Collaboration:** Collaborate across the program team to help align event management best practices and support organizational initiatives
- **Ad Hoc Event Leadership:** Support general Society events in and out of headquarters, stepping into primary management roles for ad-hoc activities when needed

CANDIDATE QUALIFICATIONS

- **Experience:** 1–2 years of event management experience for Manager level; 5+ years of comprehensive event management experience for Director level; a degree in event management or a related field is preferred
- **Leadership & Collaboration:** Proven track record in team leadership, conflict resolution, problem-solving, and volunteer management
- **Communication & Technical Skills:** Outstanding written/oral communication skills and high attention to detail; proficiency in Microsoft Office (Word, Excel, Outlook) and familiarity with donor management systems
- **Customer Service:** Demonstrated experience engaging with customers/stakeholders and providing exemplary customer service
- **Independence & Initiative:** Ability to work independently and take initiatives with limited instruction and oversight, particularly in regard to planning, task delegation, and program development
- **Cultural & Regional Knowledge:** Demonstrated commitment to the National Capital Region, and interest in Japanese language and culture are preferred

- **Flexibility:** Willingness to work outside standard business hours, including evenings and weekends as required by event schedules

COMPENSATION & BENEFITS

Starting Salary

- **Manager Level:** \$50,000 – \$55,000
- **Director Level:** \$60,000 – \$75,000

Benefits

- **Flexible Work Environment:** Flexible work hours and option of regular telework.
- **Health & Dental:** Comprehensive health and dental insurance plans.
- **Retirement:** 403(b) retirement plan with employer matching up to 5% (after one year of service).
- **Paid Time Off:** Two weeks paid leave, plus one week of paid office closure during winter holidays.

APPLICATION INSTRUCTIONS

To apply, please fill out the application [form at this link](#). Applications are considered on a rolling basis until 12PM on August 21.