

Seasonal Festival Assistant Juneau Jazz & Classics Juneau, Alaska

Juneau Jazz & Classics is a music festival that builds community through adventurous musical experiences, purposeful arts education, and comprehensive community involvement with professional musicians. The festival is preparing to celebrate its **40th season**. Founded by Linda Rosenthal, the festival is now under the direction of Grammy-winning Artistic Director Zuill Bailey. The two-week festival features 8 ticketed concerts, over 6 free community events, and extensive educational outreach at schools. Annually, Juneau Jazz and Classics reaches over 3,000 students through its initiatives, including Jazz Fest.

We are seeking a **seasonal Festival Assistant** with the potential to continue on a limited part-time basis throughout the calendar year.

Position Overview This is a seasonal, position providing up to full-time hours from approximately **April 24 – May 10**, with the possibility of limited part-time work afterward. The role supports the successful execution of the annual festival through volunteer coordination, artist logistics, and general administrative assistance. The position involves frequent evening and weekend work.

Essential Job Duties

- Assist in managing volunteers for front-of-house operations during concerts and events.
- Assist with airport pick-ups and drop-offs for visiting artists
- Perform general administrative duties as assigned.
- Other tasks as needed to support festival operations.

Requirements

- Valid Alaska driver's license with a clean driving record.
- Ability to frequently lift and/or move up to 25 pounds.
- Availability to work frequent nights and weekends during the festival period.
- Strong organizational skills, attention to detail, and a positive, team-oriented attitude.
- Passion for music, the arts, and community engagement is a plus.

Compensation & Reimbursement

- \$25 per hour.
- Mileage reimbursement will be provided for business use of a personal vehicle for airport pick-ups/drop-offs and other approved festival-related travel.

Equal Opportunity Employment Statement Juneau Jazz & Classics is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, or any other characteristic protected by federal, state, or local law. We are committed to providing reasonable accommodations to qualified individuals with disabilities.

How to Apply Interested applicants should send a resume, a brief cover letter, and three professional references to alex@jazzandclassics.org. Applications will be reviewed on a rolling basis until the position is filled.