



## **Summer Workshop & Jazz Festival Assistant Coordinator (Temporary Position: April - July)**

### **ABOUT US**

The Jazz Exchange, established in 2018, stands as a dynamic hub of artistic excellence in New York City and the Tri-State area. With a profound belief in the transformative power of music, we have dedicated ourselves to fostering connections and building vibrant communities through our passion for jazz. As ambassadors of harmony, we curate unique experiences that transcend boundaries and bring people together in celebration of the universal language of music.

### **MISSION:**

At The Jazz Exchange, our mission is to "Build Communities through Music." Through comprehensive music education programs, support for emerging artists, and partnerships with local businesses, we aim to empower individuals and strengthen the fabric of our community through the transformative power of jazz.

### **VISION:**

Our vision is to create a vibrant jazz community that inspires through music, empowering individuals to embrace their creativity and forge meaningful connections. By providing access to high-quality music education, supporting local artists, and fostering collaborations that celebrate diversity and inclusion, we envision a future where jazz catalyzes positive change and cultural enrichment in our society.

### **THE ROLE**

As the Summer Workshop & Jazz Festival Assistant Coordinator, you'll play a vital role in ensuring the success of our events from April to July. Working closely with The Jazz Exchange admin team, you'll be responsible for coordinating and facilitating various aspects of our summer workshop and jazz festival. Your dedication and attention to detail will help ensure smooth operations and memorable experiences for participants, artists, and audiences alike.



## WHAT YOU WILL DO:

- Act as the main point of contact for the workshop and festival events.
- Coordinate and facilitate daily workshops, rehearsals, and setup.
- Assist in planning, coordinating, and executing the summer festival events, including concerts, jam sessions, and community engagements.
- Provide logistical support for workshop instructors, guest artists, festival performers, vendors, and volunteers.
- Assist with participant registration, inquiries, artist accommodations, transportation, hospitality arrangements, and other administrative tasks.
- Act as a liaison between workshop faculty, festival organizers, artists, volunteers, vendors, and participants.
- Conduct email outreach to volunteers, staff, sponsors, attendees, and any other relevant team members associated with the Summer Workshop and Jazz Festival.
- Contribute to marketing and promotional efforts to increase workshop and festival attendance and community engagement.
- Utilize basic computer applications such as Google Suite for administrative tasks, documentation, and communication outreach regarding the summer workshop and jazz festival purposes.
- Participate in weekly Zoom meetings and demonstrate proficiency and adaptability in using the Asana platform for task management and note-taking during sessions.
- Attend on-site meetings or visits as needed in coordination with the Summer Workshop or Jazz Festival activities.
- Provide on-site support during workshop sessions and festival events, addressing any issues or emergencies that may arise.
- Assist in post-event activities, including gathering feedback, debriefing sessions, documentation, and follow-up communications.
- Coordinate and collaborate with Summer Workshop Interns, assigning tasks tailored to each intern's skills and availability.
- Schedule and oversee Teaching Assistants (TAs) who will support Summer Workshop Faculty, offering guidance, assistance, and mentorship to students during the Summer Workshop.



- Oversee and coordinate the setup and maintenance of workshop and festival spaces, including arranging instruments, managing audio-visual equipment, coordinating seating arrangements, and overseeing stage management.

## WHO YOU ARE

- Punctual and reliable, with a strong commitment to meeting deadlines.
- A passionate advocate for the value of arts education and youth development.
- An appreciation for jazz and an advocate of the arts.
- Positive attitude, demonstrating concern for people and community, and showing interest in working with diverse communities.
- Demonstrates self-confidence, common sense, and excellent listening skills.
- Embraces the mission and core values of The Jazz Exchange.
- Values a diverse and inclusive team at The Jazz Exchange.
- Ability to effectively communicate the organization's mission and interests to a broad audience.
- Experienced in event coordination or related fields.
- Passionate about jazz music and live events.
- Available and excited to work evenings and weekends if necessary.
- Strong organizational skills with attention to detail and the ability to manage multiple priorities under pressure.
- Excellent communication, interpersonal, and problem-solving abilities, with a positive and customer-service-oriented attitude.
- Proficiency in basic computer applications such as Google Suite for administrative tasks, documentation, and communication purposes.
- Familiarity with social media platforms for promotional purposes.
- Experience with audio-visual equipment for both promotional and technical purposes is desirable.
- Passion for jazz music and a willingness to learn and engage with summer workshops and festival activities.
- Previous experience in event planning, coordination, or arts administration, preferably in the music or arts sector.
- Knowledge of jazz music and familiarity with the jazz community is a plus.



- Flexibility to work part-time, approximately 15 hours per week with the understanding that hours may increase during peak times, such as two weeks before the summer workshop and jazz festival, to accommodate the workload.

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's degree in Event Management, Arts Administration, Music Business, or a related field such as a Music Degree preferred.
- Proven experience in event coordination, arts administration, working with the public, or a similar role.
- Familiarity with event management software is advantageous.
- An interest in music and nonprofit administration
- Excellent oral, written, and communication/presentation skills
- Spanish language skill is a big plus

### **SKILLS:**

- Proficient in Google Suite Computing.
- Intermediate proficiency in Google Spreadsheets and desktop computing.
- Proficient in Google Suite (Docs, Spreadsheets, Calendar, etc...)
- Exceptional attention to detail and accuracy.
- Excellent organizational and time management abilities.
- Effective communication skills, both written and verbal.
- Proficient in Asana platforms, Canva, Wix, Square, Cash App, PayPal,
- Familiarity with social media platforms for promotional purposes.
- Experience with audio-visual equipment for both promotional and technical purposes is desirable.
- Passion for jazz music and a willingness to learn and engage with summer workshops and jazz festival activities.



### **DIVERSITY, EQUITY & INCLUSION**

We are proud to foster a diverse and inclusive workplace where all voices are valued and respected.

### **COMPENSATION & DEVELOPMENT**

We are committed to fair compensation and ongoing learning and development opportunities for all team members.

### **CONFIDENTIALITY**

We rely on our team members to uphold confidentiality and safeguard the integrity of our events, operations, and any sensitive information shared. This ensures the safety and security of our organization, clients, contractors, and team members who collaborate with The Jazz Exchange.

### **SCHEDULE**

This position is part-time and offers both on-site and remote work options, with a total of 15 hours per week. The schedule is as follows: Monday, Tuesday, Thursday, and Friday, from 9:30 AM to 1:30 PM. Hours and dates may be subject to change to accommodate workload fluctuations and meet deadlines as necessary.

### **STATUS**

This is a part-time, hourly position

### **DEPARTMENT**

Executive Director

### **REPORT TO**

Director of Summer & Jazz Festival

### **ADDITIONAL SUMMER & JAZZ FESTIVAL MEMBERS YOU WILL WORK WITH**

Artistic Director, Student Services Director, Teaching Assistants, Interns



## HOW TO APPLY

Email [thejazzexchangecontact@gmail.com](mailto:thejazzexchangecontact@gmail.com) with the subject line: **Summer Workshop & Jazz Festival Assistant Coordinator**. Please include a brief cover letter in the body of the email and attach your resume. Only candidates selected for an interview will be contacted.

The Jazz Exchange is proud to be an equal opportunity employer. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. Please let us know if you need assistance or accommodation due to a disability.