



## **Education Program Assistant**

**Type: Full-Time/Exempt**

**Compensation: \$36,000-38,000**

### **Position Description:**

The Education Program Assistant provides administrative and logistical support of the Jazz Arts Group's education and outreach programming, including Jazz Academy, in-school, and/or community programs at the discretion of the Executive Director of Programming and Education. This position reports to the Executive Director of Programming and Education and works closely with education/community engagement staff, ensemble directors/teaching artists, and outside community partners.

### **Duties and Responsibilities:**

- Provide **administrative and program implementation support** to JAG educational programming on a project basis, including (but not limited to) Columbus Youth Jazz, All That Jazz, Jumpin' JaKs, Jazz Academy on Tour, and Jazz Academy classes and workshops.
  - Create and execute operational processes for the All That Jazz program, including Meet a Musician visits, school registration forms, and logistical elements of the school field trip experience.
  - Assist with preparation of curriculum materials, including sheet music, lesson plans, and digital content, as well as relevant education marketing materials.
  - Assist in maintaining the Jazz Academy space and ensuring the appropriate equipment is properly set up and torn down for each scheduled event, including classes/workshops, camps, rehearsals, rentals, and more.
- Create and execute contracts and agreements for all education programs, including teaching artist agreements, conduct policies, and school/partner professional service agreements.
- Additional duties as requested by the Executive Director of Programming and Education

### **Qualifications:**

- Must be willing to work select weekend and weeknight hours, including Sundays during the academic year (Columbus Youth Jazz program)
- Demonstrated ability to generate ideas and take risks
- Demonstrated problem solving skills
- Strong attention to detail and demonstrated follow-through with administrative duties
- Strong customer service and communication skills
- Ability to work collaboratively with a team consisting of staff, interns, directors and teaching artists
- Must be able to receive instruction/feedback constructively

- Must have a working knowledge of common office software, including the Google Workspace apps (Docs, Sheets, Drive, Slides, Forms)
- Bachelors degree in an arts and/or business related field (Music, Arts Administration, Business Administration) preferred.

**Application Deadline: August, 22, 2022**

To apply, please submit your resume and cover letter to Zach Compston, Executive Director of Programming and Education, at [zcompston@jazzartsgroup.org](mailto:zcompston@jazzartsgroup.org).