



Youth Jazz Assistant

Type: Part Time/Contract; temporary

Overview: The Youth Jazz Assistant assists with the execution of select Columbus Youth Jazz programs, including rehearsal setup, music preparation, and related tasks. The Youth Jazz Assistant contributes to general upkeep of the Jazz Academy space and assists with additional rehearsal and performance-related requests as needed. This position reports to the VP of Education and Community Engagement with on-site supervision from the Education Coordinator and also works closely with the Columbus Jazz education staff, ensemble directors, and teaching artists.

Position Requirements:

- Prepare the Jazz Academy space for Columbus Youth Jazz rehearsals, workshops, and performances.
- Be present at select Columbus Youth Jazz performances and assist by loading instruments and gear, stage setup, basic audio/PA setup, etc.
- Assist with gear and inventory management within the Jazz Academy, including storage and upkeep of instruments, microphones, cables and cords, audio equipment, chairs, and stands.
- Assist with creation of final performance programs and other marketing materials as needed
- Assist with maintaining an active database of program participation across individual and collective programming.
- Prepare sheet music for students, including copying/taping/digitizing music, as well as additional clerical duties necessary for program execution.
- Additional duties as requested by the VP of Education and Community Engagement and/or Education Coordinator.

Hours:

Average of 1 shift per week with the possibility for additional shifts on a case-by-case basis. Hours include most Sundays from 12:30-6:30 PM between September and May (Columbus Youth Jazz season) and some additional dates based upon the program calendar. Must be able and willing to work evenings and weekends as requested.

Qualifications

- Bachelor's Degree in an arts-related field or equivalent experience.
- Basic understanding of the workings of a jazz ensemble and its technical requirements, instrumentation, sheet music, and ensemble setup.
- Strong communication skills, including the ability to properly represent Columbus Jazz with parents and community members.
- Attention to detail—prompt and detailed follow-through with communication, both written and verbal.
- Strong organizational skills and ability to execute clear administrative systems.
- Ability to lift a minimum of 50 lbs.

EQUAL EMPLOYMENT OPPORTUNITY

Columbus Jazz is an Equal Opportunity Employer. Qualified candidates are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other characteristic protected by law.





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www.columbusjazz.org

WORK DATES

Dates and times are subject to change.

Additional dates may be added throughout the year.

Unless otherwise stated, rehearsal commitments are 12:30–6:30 PM at the Jazz Academy.

Fall 2026

September 13 - Rehearsal

September 20 - Rehearsal

September 27 - Rehearsal

October 4 - Rehearsal

October 11 - CYJO Performance (11 AM–2 PM)

October 18 - Rehearsal

October 25 - Big Bands Performance (Time TBD)

November 1 - Rehearsal

November 8 - Rehearsal

November 15 - Rehearsal

November 22 - Combos Final Performance, Big Bands Rehearsal (12–6:30 PM)

November 29 - Big Bands Rehearsal

December 6 - CYJO Performance (11 AM–2 PM)

December 13 - Big Bands Performance: Winter Concert (11 AM–4 PM)

Dates and Times TBD:

CYJ Big Band Auditions - 2 dates, early May

Music Library Work Day - 2 dates, 1 each semester

Performance @ OSU Jazz Festival (March)

Performance @ Capital University Band Director Workshop (June)

Performance @ Creekside Blues & Jazz Festival (June)

Spring 2027

January 10 - Rehearsal

January 17 - Rehearsal

January 24 - Rehearsal

January 31 - Rehearsal

February 7 - Rehearsal

February 14 - CYJO Performance (11 AM–2 PM)

February 21 - Rehearsal

February 28 - CYJS & CYJO Rehearsal | CYJE & CYJW Potential Performance (Time TBD)

March 7 - CYJ Combos Performance, Big Bands Rehearsal (12–6:30 PM)

March 14 - CYJS Performance @ Southern Theatre (11 AM–2 PM)

March 21 - Rehearsal

April 4 - Rehearsal

April 11 - Rehearsal

April 18 - Rehearsal

April 25 - Big Bands Performance (11 AM–4 PM)

May 2 - CYJO Performance (11 AM–2 PM)