

Education/Experience

This position requires a minimum of 2 years of related work experience—internships are acceptable work experience. Associate degree and above preferred. Event management track preferred. Avid jazz fans are encouraged to apply.

Minimum Skills and Knowledge Required

- Proficient with office and business communication technology including Microsoft Office (Word, Excel, PowerPoint), Zoom, Google Docs, and Doodle and Calendly.
- Good organizational and multi-tasking skills
- Well organized. Detailed approach to administrative tasks
- Ability to quickly learn current systems
- Team player with strong ability to independently execute work in a high-level fast-paced events environment
- Two-year proven record of general administration
- Good interpersonal, written, and verbal communication skills

Salary Range: \$43,000 – 45,500 commensurate with experience

To Apply: Send cover letter and resume to jobs@dcjazzfest.org
Subject: DCJF Administrative Position.
No phone calls please.
Consideration on a rolling basis.