

Montavilla Jazz



We're Hiring!

Join our team in support of local artists and
community!

Opportunities:

- Festival Leadership Roles
 - Community Outreach
 - Festival Production Staff
- Customer Service Associates

To apply submit a resume to
hiring@montavillajazz.org

Festival Leadership Roles



Festival Production Manager

Job Details

Pay: \$2,400/mo (approximately 200 hours)

Job type: Seasonal part-time, July 1 to mid-September, 2025

Schedule: hours vary, remote work and on-site as needed

Benefits

Flexible hours; festival access perks

Full Job Description

Montavilla Jazz seeks to hire an experienced production manager with a background in music or theater stage management and artist relationship management. This individual would coordinate several festival venue sites, manage and hire stage managers and event crew as needed, and ensure the successful production of all festival concerts. This position reports to the Festival Director.

The work schedule is flexible, with weekly hours increasing over several weeks leading up to the Labor Day Weekend festival. Work is remote for most of July and then increasingly on-site at various locations as needed.

Qualified applicants must have reliable transportation. They must also be skilled in Google document systems and Google Drive storage management, and have a laptop computer for use during on-site work.

Interested applicants should submit a resume, general availability, and a cover letter explaining why they would make an exceptional Festival Production Manager!

Festival Leadership Roles



Assistant Festival Director

Job Details

Pay: \$1,800/mo (approximately 200 hours)

Job type: Seasonal part-time, July 1 to mid-September, 2025

Schedule: hours vary, remote work and on-site as needed

Benefits

Flexible hours; festival access perks

Full Job Description

Montavilla Jazz seeks an energetic and detail-oriented task wizard to support festival leadership in overseeing broad areas of festival management, including event management, operations, and contingency planning. This position reports to the Festival Director.

The work schedule is flexible, with weekly hours increasing over several weeks leading to the Labor Day Weekend festival. Work is remote for most of July and then increasingly on-site at various locations as needed.

Qualified applicants must have experience in event, film, music, or theater production and reliable transportation. They must also be skilled in Google document systems and Google Drive storage management, and have their laptop computer for use during on-site work.

Interested applicants should submit a resume, general availability, and a cover letter explaining why they would make an exceptional Assistant Festival Director!

Festival Leadership Roles



Assistant Production Manager

Job Details

Pay: \$300/day

Job type: Festival week, August 29 to August 31, 2025

Schedule: hours vary, remote work and on-site as needed

Benefits

Flexible hours; festival access perks

Full Job Description

Montavilla Jazz seeks to hire an individual with a music or theater stage and artist relationship management background. This role supports the Festival Production Manager and helps coordinate production at several festival venue sites.

Qualified applicants must have reliable transportation. They must also be skilled in Google document systems and Google Drive storage management, and have a laptop computer for use during on-site work.

Community Outreach Team



Volunteer Coordinator

Job Details

Pay: \$1,200/mo (approximately 140 hours)

Job type: Seasonal part-time, July 1 to mid-September, 2025

Schedule: hours vary, remote work and on-site as needed

Benefits

Flexible hours; festival access perks

Full Job Description

Montavilla Jazz seeks an experienced and energetic individual to lead volunteer management, including recruitment, onboarding, training, scheduling, festival oversight, post-event engagement, and maintenance of our volunteer sign-up tools.

The work schedule is flexible, with weekly hours increasing over several weeks leading to the Labor Day Weekend festival. Work is remote for most of July and then increasingly on-site at various locations as needed.

Qualified applicants must have reliable transportation. They must also be skilled in Google document systems and Google Drive storage management, and have their laptop computer for use during on-site work.

Festival Production Staff



Stage Manager

Job Details

Pay: \$250/day

Job type: Seasonal, short-term

Schedule: August 29 to August 31, 2025; weekend hours; on-site

Benefits

festival access perks

Full Job Description

Montavilla Jazz seeks to hire stage managers who facilitate smooth transitions between sets, maintain the performance schedule, and ensure that bandleaders and musicians understand the logistical requirements for performing at the festival.

Stage managers assist performers with individual needs and help the production team as needed. They review stage plots for discrepancies with each performing group and ensure the stage is set.

In addition, stage managers ensure that performers are backstage and ready to set up their instruments on stage according to the Venue Run of Program.

Festival Production Staff



Stage and Set-up Crew

Job Details

Pay: \$20/hr

Job type: Seasonal, short-term

Schedule: August 29 to August 31, 2025; weekend hours; on-site

Benefits

Festival access perks

Full Job Description

Montavilla Jazz seeks to hire experienced, energetic stage crew members. The stage crew assists the Stage Manager, helping with artist and emcee check-in, assisting artists with moving equipment on and off stage, and assisting with setup and strike between sets. The Stage Crew reports directly to the Stage Manager.

Customer Service Associates



Bartender

Job Details

Pay: \$150/day

Job type: Seasonal, short-term

Schedule: August 29 to August 31, 2025; weekend hours; on-site

Benefits

Flexible hours; festival access perks

Full Job Description

Montavilla Jazz seeks to hire experienced event bartenders to prepare and serve alcoholic and non-alcoholic beverages at events, ensuring a smooth and enjoyable experience for guests while also adhering to safety and service standards. Mix and serve various drinks, including cocktails, beer, and wine, according to recipes and guest preferences. Assist in setting up and breaking down bar areas, ensuring cleanliness and organization. Interact with guests in a friendly and professional manner, taking orders, recommending drinks, and addressing concerns.

Prior bartending experience, especially in event settings, is highly desirable. Strong knowledge of beverage mixing techniques drink recipes, and alcohol types. Excellent communication, interpersonal, and customer service skills. Ability to stand for extended periods, lift and carry items, and work in a fast-paced environment.

Customer Service Associates



Merchandise Cashier

Job Details

Pay: \$20/hr

Job type: Seasonal, short-term

Schedule: August 29 to August 31, 2025; weekend hours; on-site

Benefits

Flexible hours; festival access perks

Full Job Description

Montavilla Jazz seeks to hire merchandise cashiers responsible for maintaining the display of festival merchandise, selling artist recordings, and tracking sales using the festival's point-of-sale system. Must have cash handling and customer service experience. Merch cashiers report to the Festival Director.

Customer Service Associates



Parking Attendant

Job Details

Pay: \$20/hr

Job type: Seasonal, short-term

Schedule: August 29 to August 31, 2025; weekend hours; on-site

Benefits

Festival access perks

Full Job Description

Montavilla Jazz seeks to hire capable and responsible parking lot attendants who assist patrons with entering, parking, and exiting the lot, collect parking fees, and resolve disputes as needed. The attendant must have cash handling and customer service experience and be able to work on their feet for long durations in an outdoor environment.