

JOB POSTING

New Orleans Jazz & Heritage Festival presented by Shell

November 13, 2009

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Administrative Positions

All are full time, seasonal positions. Note dates listed.

Producing the Jazz Festival involves months of office work followed by over a month working on-site before, during and after the event. All applicants should have the ability to work at a rapid pace in a high pressure, production setting, with a positive "do whatever it takes" attitude. Some light lifting and stamina for long production days is required. All applicants must sign a criminal history release form.

◆ Travel Administrative Assistant – Travel Department

January 15 – June 15, 2010

Assist the Travel Department with general office administration and serve as liaison between the Festival and participating hotels. Assist with the administration of the Festival's commissionable room blocks. Assist with the processing and managing of staff travel needs. Experience in hotel front desk, reservations or sales required. Must have strong organization and communication skills, with a strong attention for detail. Proficiency in Excel and Word required. Must have the stamina to work long days in a fast paced production setting.

Stop by to fill out an application or send cover letter and resume to:

Human Resources
New Orleans Jazz & Heritage Festival
336 Camp St.
Suite 250
New Orleans, LA 70130

www.nojazzfest.com/hr
HR Office: (504) 410-6132
Fax: (504) 558-6211
Email: jobs@nojazzfest.com

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