



Cavalcade of Bands has an immediate opening for a Jazz Band Administrator to manage our strong and growing jazz band division. Complete job description is below. For any questions, or if interested in the position, please contact Executive Director, Paul Smith, at psmithcavalcade@gmail.com.

Jazz Band Administrator

- Constantly seek new jazz bands, promoting the circuit as a much as possible.
- Constantly seek new show hosts.
- Establish and communicate the jazz band season schedule.
- Establish and provide a list of all jazz band school divisions.
- Contract and Invoice all show hosts weekly throughout the season.
- Coordinate all member school of membership dues.
- Provide jazz band host schools of any unpaid jazz band member schools prior to their performance.
- Day and night of shows availability for any issues, problems or complications which need attention.
- Provide host directors with Cavalcade Jazz festival policies and procedures, as well as soloist medals.
- Work with the Jazz Band Liaison on any and all director and student issues throughout the season.
- Help establish and run the NJ jazz Regional Championship.
- Work with the Executive Director and Administrative Coordinator on contracting championship locations.
- Establish exhibition bands for all championships.
- Coordinate and manage Jazz Band Championships with the assistance of other board members.