

Position Title: Transportation Assistant

Supervisor: Anna Frazer, Operations Coordinator

Hours per week: 40 hrs/week, June 18-July 15, 2025

Compensation: \$15-16.94/hr

Position Summary: The Transportation Assistant will develop a schedule for concert shuttles during the Oregon Bach Festival, coordinate Operations Crew drivers and volunteer drivers, create and monitor a sign-up survey for musicians, and update the festival's database (OPAS) with shuttle information.

Job Duties:

- Create musician shuttle schedule
- Create shuttle sign-up survey and determine number of vans per concert
- Assign volunteers to shuttle schedule based on availability
- Add shuttle schedule to OBF database, OPAS
- Lead driver orientation for crew and volunteers
- Send parking permit invitations using UO Transportation Parking Portal
- Issue parking permits and facilitate communications with those who have requested a permit
- Other duties as assigned

Qualifications:

Required:

- Available to work the full season duration, including part-time hours leading up to the festival start and returning motorpool vehicles the week following the festival.
- Valid driver's license
- Comfortable driving a passenger van

Preferred:

- Degree in music or currently pursuing a music degree.
- Experience in event coordination or production