



Position Title: Transportation Assistant
Supervisor: Anna Frazer, Operations Coordinator
Hours per Week: Up to 40 hours/week June 17-July 14, 2026 (residency required). Hours include evenings and weekends.
Compensation: \$16.40-\$18.06/hour

Position Summary: The Transportation Assistant will develop a schedule for featured artist and ensemble 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
- Willingness to work variable hours
- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Ability to manage multiple tasks, anticipate needs, and resolve issues quickly and efficiently
- Excellent interpersonal skills

Preferred:

- Degree in music or currently pursuing a music degree.
- Background in customer service or event coordination
- Knowledge of performance logistics
- Background in music performance and/or administration