



Courtney Lewis  
Music Director  
Haskell Endowed Chair

Matthew Marcin  
Board Chair

Steven B. Libman  
President & CEO

**Position Title:** Costume Production Assistant, First Coast Nutcracker, Jacksonville Symphony  
**Reports to:** Director, First Coast Nutcracker, Jacksonville Symphony

The Jacksonville Symphony's **First Coast Nutcracker** has been a cherished North Florida holiday tradition for more than 50 years. Under the direction of choreographer and artistic director Rhonda Stampalia, the production features outstanding dancers alongside Pyotr Ilyich Tchaikovsky's beloved score performed live by the Jacksonville Symphony. With beautiful costumes, storybook sets, and a magical tree that grows to 33 feet, the First Coast Nutcracker offers an enchanting experience for audiences of all ages and creates lasting holiday memories for families.

The Jacksonville Symphony seeks a Costume Production Assistant **for the First Coast Nutcracker**. Reporting to the Director, First Coast Nutcracker, this role is a key member of the production team and plays an important part in bringing this beloved annual tradition to life.

#### **General Duties & Responsibilities**

- Assist the Director with activities including:
  - Scheduling Auditions & rehearsals.
  - Recruiting and managing parent volunteers.
  - Maintaining communication via email with cast members & parents.
  - Assisting with costume fittings and alterations.
  - Assisting with coordination of backstage load-in and load-out for performance week.
  - Assisting with lobby decorating.
  - Coordinating and curating the cleaning of costumes post-performance.

#### **Qualifications**

- Strong organizational and management skills.
- Good communication skills.
- Basic computer knowledge.
- Thorough knowledge of ballet protocols.
- Attention to detail and punctuality.
- Ability to work with children.
- Strong background in sewing
- Ability to move bulky items and ability to lift up to 30lbs.
- Access to large vehicles to transport costumes.
- Collaborative, team-oriented, positive attitude.

#### **Application Process**

To apply for this position, submit the following by email Alison Bolton, Vice President & General Manager, at [hr@jaxsymphony.org](mailto:hr@jaxsymphony.org) with "Costume Production Assistant, Nutcracker" in subject line. Application deadline is April 30, 2026.

- Résumé
- Cover letter describing your specific qualifications and experience
- Three references

#### **Compensation**

This is a contract position that runs from July 1, 2026 through April 1, 2027. This is a part-time position not eligible for benefits or overtime. The salary is \$6000 for the term, paid bi-weekly. Parking provided.



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### **Diversity, Equity, and Inclusion**

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation or any other status protected by applicable state or local law.

### **About the Jacksonville Symphony**

#### **Our mission is to enrich the human spirit through symphonic music.**

The Jacksonville Symphony is North Florida's leading nonprofit performing arts organization, offering live performances in its acoustically superior home of Jacoby Symphony Hall at the Jacksonville Center for the Performing Arts and other venues throughout the states of Florida and Georgia. Led by President & CEO Steven Libman and Music Director Courtney Lewis, the Jacksonville Symphony reaches over 165,000 individuals through over 95 performances each season. In addition, the Symphony provides musical instruction for youth and operates the Jacksonville Symphony Youth Orchestras. Founded in 1949, the Symphony now enjoys a national, distinguished reputation.

In its 76 seasons, the Jacksonville Symphony has brought exceptional, enthralling music to listeners in the community, across Florida and far beyond. Music Director Courtney Lewis takes his step on the conductor's podium for his 11th season to lead some of the world's finest musicians in performances that continue to reach new levels of artistic excellence. As one of Northeast Florida's most revered cultural institutions, the Symphony is committed to bringing the legacy of classical, pops and other genres of music to life.