



Job Description

Tour Admin Assistants, The Academy Drum and Bugle Corps

The Academy is seeking Tour Admin Assistants for the upcoming 2022 season. Tour Admin Assistants will assist in the day-to-day operations of the drum corps, coordinating with senior management, instructional staff, volunteers and members. This is a paid position which requires travel with the drum corps between May 20 and August 14. Full-Tour availability is preferred but shorter terms may be considered.

POSITION DETAILS:

- Tour Admin Assistants report directly to the Director of Operations.
- Each position is paid based on experience and time available.
- Work is primarily needed during the months of May through August

DESIRED QUALIFICATIONS:

- 22 years of age – minimum – preference will be given to those over 25 years of age with a valid driver's license and clean driving record.
- Must be a highly motivated, self-starter, organized, punctual, and flexible
- Must be familiar with Google products, Dropbox, Slack, MS Word & Excel
- Must have strong communication skills - written & verbal
- Must display a professional demeanor
- Must be a team player - able to collaborate and give/take direction
- Must be familiar with the daily workings of a drum corps tour
- Must be physically fit - able to lift 40lbs and stand or walk for long periods