



Job Description

Corps Director, The Academy Drum and Bugle Corps

The Academy Drum and Bugle Corps is the flagship performing ensemble of the Arizona Academy of the Performing Arts, Inc. As an expansion to the administration team in 2023, the organization is seeking highly qualified individual to serve as Corps Director for this prestigious program. As director of the program, this individual will serve as the primary leader for all aspects of the corps operations, and tasked with creating a world-class environment for all of its participants, including members, staff, and volunteers.

The Academy is committed to further developing a diverse work environment and an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other statuses, protected by law or not. We encourage qualified individuals of all backgrounds to apply.

A hiring committee has been established for this position. Applicants should submit contact information, expression of interest, and resume with references to Executive Director Mark Richardson at mark@arizonaacademy.org.

POSITION DETAILS:

- The Corps Director reports to the Executive Director of AAPA.
- The primary role of the Corps Director is to oversee the daily operations of the program, ensuring that all aspects of the program are functioning effectively, including auditions, training camps, summer rehearsals, and tour.
- The Corps Director will work with the designers, educational staff, and operations/administrative team to set goals and objectives for the program, monitoring progress and providing leadership and guidance for the teams.
- Both paid and volunteer staff of The Academy Drum and Bugle corps will report to the Corps Director.
- Work involves a non-traditional work schedule, with potential to be full or part time. Flexible work hours are required with remote working options that include the ability to attend evening and weekend meetings and events.
- The Corps Director will need to be with the program almost entirely through the duration of the summer training and tour (late May to mid August).
- It is preferred that The Corps Director reside in the greater Phoenix area.
- Will be required to travel from time to time throughout the year.
- The candidate must be able to successfully pass a comprehensive background check.
- Compensation commensurate with experience.

RESPONSIBILITIES INCLUDE:

Administrative

The Academy Corps Director will:

- Represent The Academy and maintain positive relationships with constituent groups such as corporate partners, donors, Drum Corps International and its participating organizations, local agencies and other pertinent organizations and partners;
- Establish annual goals for recruitment, performance, educational, and operational objectives for the program and regularly evaluate progress;
- Collaborate and lead the Operations & Tour Administration team to secure rehearsal facilities and transportation needs for the winter & summer training and tour;
- Coordinate member recruiting efforts with instructional staff and others;
- Determine season calendar for auditions, rehearsal camps, performances, and summer tour;
- Collaborate with the Executive Director and Finance Committee to develop and maintain the program's annual budget;
- Maintain clear and frequent communication with members and parents;
- Collaborate with Business Manager and Member Manager to maintain members' financial and personal records;
- Develop and maintain staff, volunteer, and member policy and procedure handbooks;
- Provide reports to the Board of Directors and attend Board/Committee meetings as necessary;
- Maintain and evolve website, media, and recruitment platforms;
- Collaborate with the Executive Director to explore new or expanded initiatives with potential for additional revenue, increased community engagement, or enhanced programmatic value;
- Maintain & grow relationships in the marching arts/pageantry community, within the state of Arizona and beyond;
- Maintain accurate inventories of performance equipment and establish systems for care and maintenance of such items for re-sale post season;

Staffing – Paid and Volunteer

As the primary leader of the program staff, the Corps Director will:

- Work with the Executive Director to establish educational objectives and standards for participant experience;
- Recruit candidates for staff positions, paid and volunteer;
- Seek diversity within the hiring of staff throughout the program;
- Appoint lead design and instructional staff positions;
- Supervise all program staff, providing leadership, and resolving conflicts as necessary;
- Collaborate with program designers to facilitate creative design meetings and work with lead designers to set a production schedule;
- Lead and schedule corps staff meetings;
- Maintain clear and frequent communication with volunteer and paid staff;
- Direct/collaborate with Operations and Admin team to coordinate all tour administrative staff and volunteers.

DESIRED QUALIFICATIONS:

- A passion for the drum and bugle corps activity and for The Academy;
- Bachelor's Degree;
- Strong self-starter, with the desire to take initiative and drive the program;
- Must have a strong command of communication, time management, interpersonal and organizational skills;
- Experience within drum corps program administration is preferred;
- Experience of leadership within a professional work environment of at least 3 years;
- Prior experience as a drum corps participant, both as a performer and as a staff member is preferred;
- Having strong connections within the pageantry arts community is preferred;
- Highly organized with great communication skills;
- Computer literacy including email, social media platforms, Excel, Quick books, Shopify et al. with the ability to learn new applications as needed;
- Ability to operate a computer keyboard, mouse and to handle other office equipment
- Ability to lift 40 lbs;