



## Job Description

### Tour Administrator, The Academy Drum and Bugle Corps

The Academy is seeking Tour Administrators for the upcoming 2026 season. Tour Admin 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 26 and August 8. Full-Tour availability is preferred but shorter terms may be considered.

#### POSITION DETAILS:

- Tour Admins report directly to the Tour Director and Corps Manager.
- Each position is paid based on experience and time available.
- Work is primarily needed during the weeks between Memorial Day through August 8.

#### 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, reliable, self-starter, organized, punctual, and flexible
- Must be familiar with Google products, Dropbox, Slack, Microsoft Applications
- 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

Questions? Email us at [email@arizonaacademy.org](mailto:email@arizonaacademy.org)