



**Job Title:** Administrative Assistant

**Reports To:** Corps Director

**Compensation :** Some compensation (Corps will cover cost of travel, housing, and food)

**Status:** Seasonal

**Start Date:** June-August with potential of weekend camps during winter season

**Location:** Spring Training locations, summer tour, potentially winter camps in various locations. Travel required

### **Administrative Intern**

The Troopers Drum & Bugle Corps is looking for Administrative Assistants for the upcoming season. The ideal candidate could be a recently aged out member of a touring drum corps, and must be highly communicative, attentive to detail, stay cool under pressure and be able to effectively line up the required volunteer talent needed to keep the Troopers Drum Corps operating smoothly. Your efforts will directly contribute to providing an exciting and safe **World Class** experience to our members.

### **Responsibilities**

- Assists with a variety of tasks relating to the administration serving the membership, staff, volunteers, and operations of the drum corps

### **Requirements**

- Must be 22 years or older
- A college student is preferred
- Comfortable in a fast-paced, change-oriented environment, skilled in dealing with young adults, parents, and fans and alumni of all ages.
- Must have personality and character traits suited to working with and care of passengers of multiple ethnicities, cultural values, behavioral tendencies and physical handicaps.
- Able to communicate effectively and professionally with Troopers members, volunteers, faculty and staff
- Open to ongoing training and willingness to adapt to Troopers rules, policies and procedures
- Accountable and open to feedback from Program Administration

### **Application Process**

Please submit your resume, short cover letter, references and applicable supporting materials to the Corps Director- [director@troopersdrumcorps.org](mailto:director@troopersdrumcorps.org) . Applicants may be subject to pre-employment screening and phone/live interviews as part of the evaluation process. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, gender identity, marital status, citizenship, or any other protected status. The Trooper Drum & Corps Corps offers equal opportunity and treatment to all who apply.