



Who Are We: *Vanguard Music and Performing Arts (VMAPA)* is a non-profit organization based in Santa Clara, CA that is dedicated to providing valuable, life changing experiences through the performing arts. We are proud to offer a range of world-class educational opportunities, most notably being our 2 nationally acclaimed drum and bugle corps: the 7-time DCI World Champion *Santa Clara Vanguard (SCV)* and 6-time DCI Open Class Champion *Vanguard Cadets (SCVC)*. Locally, our organization continues to support community education and outreach through a growing list of programs, including our latest offerings – the *Vanguard Youth Brass and Youth Percussion Ensembles*. VMAPA’s mission is to inspire communities and enrich lives by increasing opportunities for participation, education, and excellence in the performing arts.

Position: SCV Digital Media Associate

Job Type: Temporary, Full-Time

Who We Are Looking For: The Santa Clara Vanguard (SCV) Digital Media Associate will report to the VMAPA Marketing and Communications Manager and work closely with Corps Management to document life on tour with the drum corps. Managing our online presence from the road, this person will travel with the corps throughout the summer, producing photo, video, and social media content to share with fans across the world.

RESPONSIBILITIES:

- Work closely with the rest of the Vanguard Marketing and Communications Team, maintaining a high level of communication on project updates, timelines, and progress
- Assist in the planning and execution of a shared content calendar for the organization’s external communications campaigns and projects
- Help produce creative, high-quality content from conceptualization through delivery
- Photography – shoot, edit, and organize photos that document life on tour with the Santa Clara Vanguard to be used in promotional materials online and in print
- Video Production – shoot and edit episodes to be released online as part of Vanguard’s “From The Field” documentary series. Fulfill other video requests as necessary.
- Social Media – Build positive brand awareness and create compelling content to keep audiences engaged and informed across various social media platforms
- Optimize, organize, and prepare files for a variety of outlets
- Other responsibilities as they develop based on interest and organization needs

REQUIREMENTS:

- All applicants must be 22 years of age or older by May 15, 2020
- Currently pursuing or completed a bachelor's degree Program in digital media, photography, video production, communications, journalism, or related field
- Access to, or ownership of, personal photo/video/audio equipment
- At least one year of performance and/or administrative experience with a drum corps, winter guard, or winter percussion program is preferred
- Digital Media Associates will be required to travel full-time (in week-long increments with breaks) on the road with SCV. The summer tour schedule lasts from May 15 - August 8. Meals, lodging, and travel will be provided for individuals in this position
- Must successfully complete a background check, conducted through a 3rd-party vendor

KNOWLEDGE & SKILLS:

- Highly organized with a strong attention to detail and the ability to prioritize and manage multiple tasks under tight deadlines
- Professional with strong moral character, integrity and interpersonal skills
- Innovative, forward thinker with fresh ideas and a wide perspective
- Rapid learner who thrives in a fast-paced environment, is flexible, and ready to adapt
- Team player who is open to feedback, values open communication, and has a strong desire to develop professional skills
- Strong and effective communication skills, both written and verbal
- Proficiency with Adobe software including Photoshop, Lightroom, and Premiere Pro
- Proficiency with G Suite, Evernote, and Slack

Vanguard Music and Performing Arts is an Equal Opportunity Employer. VMAPA does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, nation origin, veteran status or any other basis covered by federal, state or local law. All employment is decided on the basis of qualifications, merit and business need.