



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 Tour Administrator

Job Type: Temporary, Full-Time

Who We Are Looking For: The Santa Clara Vanguard (SCV) Tour Administrators are a driving force behind the scenes, assisting with day-to-day operations to keep things running smoothly on tour. These key players help with everything from driving shuttles, filling water coolers, setting up meals, managing inventory, and much more. We're looking for team players with a strong work ethic and attention to detail to join the team! Individuals in this role will report directly to the SCV Management Team while working closely with corps staff and membership.

RESPONSIBILITIES:

- Support and assist the SCV Management Team with clerical tasks such as making copies, updating membership information, and other day-to-day projects as needed
- Assist with transportation duties and travel logistics including (but not limited to) airport shuttles, grocery shopping runs, and member medical visits
- Help update & maintain the SCV Evernote, Slack, and other communication channels
- Assist with general rehearsal and show day responsibilities including (but not limited to) prop/equipment maintenance, uniform laundry, setting up the food truck for meals, filling water, and checking on the fleet
- Assist in making sure SCV vehicles are packed and loaded for an on-time departure from all shows & housing sites. (Equipment truck, food truck, prop truck, member buses)
- Ride on member buses (brass/percussion/guard) to shows and housing sites
- Be present during the 2nd block of each day, unless operating on a 1 block schedule
- Support the SCV Management Team with various additional projects as needed

REQUIREMENTS:

- All applicants must be 22 years of age or older by May 15, 2020
- Tour Administrators 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 through August 8. Meals, lodging, and travel will be provided for individuals in this position
- Applicants are expected to work in a professional manner and possess strong interpersonal and communication skills (both written and verbal)
- At least one year of performance and/or administrative experience with a drum corps, winter guard, or winter percussion program is preferred

KNOWLEDGE & SKILLS:

- Ability to multitask, take direction, and execute with precision
- Team-Player with excellent organizational and interpersonal skills
- Rapid learner with a positive attitude who thrives in a fast-paced environment
- Strong moral character and sense of integrity
- Strong email and communication skills (written and verbal)
- Believes in open and transparent communication
- Volunteer oversight experience is highly preferred
- Proficiency with G Suite, Evernote, and Slack

LICENSE & QUALIFICATIONS:

- An active driver license is preferred, however not required. All SCV Tour Administrators with a valid driver's license may be added to VMAPA's insurance and will be allowed to operate company vehicles
- Must successfully complete a background check, conducted through a 3rd-party vendor

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.