



Our Mission: *The mission of Vanguard Music and Performing Arts is to inspire communities and enrich lives by increasing opportunities for participation, education, and excellence in the performing arts.*

In this role as an SCV Tour Administrator you will report directly to the SCV Tour Manager and SCV Corps Manager. You will work closely with the SCV Management team to execute the logistics plan for the SCV pre-tour and summer tour.

SCV Tour Assistants Responsibilities:

- Support and assist Management staff with any clerical tasks such as copies, member information and other day-to-day needs.
- Assist in making sure that the trucks and buses are loaded for an on-time departure from all shows and housing sites. (Equipment Truck, Amana, Prop Truck, member buses).
- Ride on a member bus to shows and to the next housing site (Brass, Percussion or Color Guard)
- Attend and coordinate show warm-up with Caption Managers (Brass, Percussion or Color Guard)
- Time the distance from the corps entrance gate to your sections warm-up zone. Lead your section to the gate via the quickest route.
- Communicate any issues during warm up to the Tour Manager, Corps Manager or Assistant Tour Manager including uniform issues, illness, or injury
- Assist with walk-on setup for shows (props, podiums, generator, guard equipment/costumes, ladders)
- Oversee ice and rehearsal water. Coordinate ice availability and location with the Amana Liaison and the Assistant Tour Manager
- Assist with show water (filling water bottles, loading into the refrigerator, filling water coolers, loading onto the buses, taking to warm up, bringing back to Amana)
- During hotter shows, bring one full gott to the gate to refill water bottles for after the show
- Usually up at second block of the day, unless it's a one block day
- Assist with projects as assigned by the Tour Manager and Corps Manager

Location & Schedule:

- Tour Assistants will travel full-time with Vanguard from May 18th through August 11th. Alternative coverage durations will be considered on a case-by-case basis. Meals, lodging and travel will be provided for this position.

Compensation:

- Tour Assistants will receive compensation commensurate with experience. All corps-related travel, housing, and meal expenses will be covered by Vanguard. Personal travel and meal expenses are not covered.

Qualifications, Experience and Traits Required:**Qualifications:**

- Age 22 or older
- A driver's license is not required; however, all Tour Administration Staff with valid driver's licenses will be added to SCV vehicle insurance.

Experience:

- At least one year of participation in a performing arts unit desired, preferably with WGI and/or DCI components.
- At least one year of DCI/WGI or other related administration experience is desired.
- Excellent organizational, communication, and interpersonal skills
- Proficiency with MS Office; strong email and written communication skills

Traits:

- Professional
- Strong moral character with integrity
- Ability to multi-task, take direction and execute with precision
- Familiar with social media and current technology trends
- Believes in open and transparent communication
- Positive attitude with the ability to turn a negative into a positive
- Rapid learner who thrives in a fast-paced environment
- Strong interpersonal skills
- Strong effective communication skills, both written and oral
- Budget management exposure
- Volunteer oversight experience