



Job Title: **Tour Assistant**

Reports to: Assistant Directors

Status: 1099 Independent Contractor

Date last amended: October 24, 2024

JOB SUMMARY

The team of Tour Assistants will support the day-to-day logistical operations of the drum corps, performing functions under the direction of other members of the organization's administrative team. The primary function of this position is to support all tasks necessary to execute the daily schedule/operations in a timely and efficient manner and ensure that food, safety, and health of the members is a top priority.

RESPONSIBILITIES

- Tour with the group to support all travel logistics, including but not limited to:
 - *Opening/closing of schools and housing sites*
 - *Show Site Logistics*
 - *Travel Logistics*
 - *Food Preparation Services*
 - *Equipment, Uniform and Show Prop Maintenance*
- Complete shopping for food and supplies as directed.
- Advance and communicate information about housing sites to the rest of the admin team and staff, ensuring cleanliness of facilities upon departure.
- Support the health needs of the members through tasks such as monitoring weather conditions and accompanying members to medical visits.
- Support the food program by setting up the food truck upon arrival at new locations, assisting kitchen staff during meals when needed, monitoring fuel/propane levels.
- Assist with maintaining inventory and care of corps property, including field lining equipment, uniforms, and props, understanding safe prop assembly.
- Communicate professionally with all housing site contacts, volunteers, staff, members, other corps employees, and the public.
- Perform other tasks as assigned necessary to get the corps fed and down the road, on time.

QUALIFICATIONS

- Aged out of Drum Corps International or similar pageantry arts programs. (22+)
- Possess a driver's license and safe driving record.
- Able to commit to at least three weeks of on-tour travel time, which will include night time and/or early morning work in a fast-paced environment.
- Able to be highly confidential, highly organized and detail oriented.
- Ability to pass CORI, Safesport, and Fingerprinting Check
- Strong interpersonal skills and ability to work as part of a team.
- First Aid certification preferred.
- Bachelor's degree preferred.

To apply, please email a resume to info@spartansdbc.org.