



## **Administrative Team Member**

Heat Wave is looking for enthusiastic individuals to join our administrative team this summer! The administrative team is ultimately responsible for all operations of the corps during the summer tour, move ins, and pre season rehearsal camps. Team members should be outgoing, hard-working, and detail oriented yet flexible.

### **Role Responsibilities**

- Assist with planning and executing all Heat Wave Drum & Bugle Corps operations including camp weekends, move ins, and the 2020 Heat Wave DCI Summer Tour.
- Assist with the check in process at camps and review collected member paperwork for completion and categorization.
- Assist with tour operations including show check in, fleet management, creating daily schedules, and housing site check in/out.
- Assist performing members in transporting equipment on and off the field at show sites.
- Assist the food truck crew in purchasing and preparing meals for the corps.
- Additional duties as directed by corps management.

### **Desired Experience and Qualifications**

- At least 21 years of age (25 if driving corps' vehicles).
- Proficiency with Microsoft Office and Google Drive applications.
- Ability to write and speak English in an effective and professional manner.
- Ability to lift up to 50 lbs.
- Being considered an "age out" per DCI policy is preferred.
- Prior DCI experience (as a participant, volunteer, or staff) is strongly preferred.
- Must be willing to complete a criminal background check as required by DCI policy.

### **Location and Schedule**

This position will be primarily to support the 2020 Heat Wave DCI Summer Tour and, as such, most of the opportunities for involvement require the ability to go on the road with the corps for all or part of the summer, including move ins. While limited opportunities for remote assistance may be considered, people with the ability to join the corps on the road will receive preference.

### **Compensation**

The Heat Wave administrative team are all volunteer positions and unpaid, however other compensation is provided to relieve the individual of potential cost burdens while with the corps. This includes housing, transportation (conditional), and food while traveling with the corps. Terms for college credit may be negotiated if desired.

### **Questions?**

Contact Alex DeLoach, Assistant Director, at [alex@heat-wave.org](mailto:alex@heat-wave.org)

To apply go to [www.heat-wave.org/something](http://www.heat-wave.org/something) to give us your contact info and let us know you're interested! We look forward to hearing from you!