



Job Title: Administrative Intern

Reports To: Corps Director/Assistant Director

Compensation : Unpaid Internship (Corps will cover cost of travel, housing, and food)

Status: Seasonal

Start Date: June-August with potential of weekend camps during winter season

Location: Spring Training locations, summer tour, potentially winter camps in various locations. Travel required

Administrative Intern

The Troopers Drum & Bugle Corps is looking for Administrative Interns for the upcoming season. The ideal candidate could be a recently aged out member of a touring drum corps, and must be highly communicative, attentive to detail, stay cool under pressure and be able to effectively line up the required volunteer talent needed to keep the Troopers Drum Corps operating smoothly. Your efforts will directly contribute to providing an exciting and safe **World Class** experience to our members.

Responsibilities

- Assists with a variety of tasks relating to the administration serving the membership, staff, volunteers, and operations of the drum corps

Requirements

- Must be 22 years or older
- A college student is preferred
- Comfortable in a fast-paced, change-oriented environment, skilled in dealing with young adults, parents, and fans and alumni of all ages.
- Must have personality and character traits suited to working with and care of passengers of multiple ethnicities, cultural values, behavioral tendencies and physical handicaps.
- Able to communicate effectively and professionally with Troopers members, volunteers, faculty and staff
- Open to ongoing training and willingness to adapt to Troopers rules, policies and procedures
- Accountable and open to feedback from Program Administration

Application Process

Please submit your resume, short cover letter, references and applicable supporting materials to Corps Director Michael Gough - m.gough@troopersdrumcorps.org . Applicants may be subject to pre-employment screening and phone/live interviews as part of the evaluation process. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, gender identity, marital status, citizenship, or any other protected status. The Trooper Drum & Bugle Corps offers equal opportunity and treatment to all who apply and is committed to diversity, equity and inclusion.