

TOUR OPERATIONS INTERN

Application Deadline

04-15-2017

Start Date

05-19-2017 (with optional April Camp: April 28-30, 2017)

End Date

08-13-2017 (with the option of extending to Sept 4, 2017)

Compensation

Unpaid / Expenses through the weekend are covered

Location

Fayetteville, NC with the option of travel



Position Description

Have a passion to build your portfolio and develop your experiences as a manager and leader? Do you enjoy working with students, volunteers, and educational staff in the arts? Carolina Gold Performing Arts and Carolina Gold Drum & Bugle Corps are seeking an energetic and aspiring administrator to intern for the 2017 summer season.

The tour ops intern creates and executes planning preparation, tour procedure creation/implementation, and day to day operations on the road. This candidate will be responsible for ensuring successful operations of Carolina Gold. As a tour ops intern you will work closely with the Tour Director and Assistant Corps Directors to create innovative solutions and implement procedures. Candidate should have an understanding of the marching arts and drum corps tour life. This intern will have an amazing opportunity to travel the country while honing their management and leadership skills in real-world experiences. You will work closely with the tour ops team performing all of the functions involved in supporting the corps on tour.

Must be highly motivated and self-starting.

Responsibilities

- Work in concert with the Tour Director and Assistant Corps Directors
- Be familiar with using, creating, accessing, and developing Google Docs
- Work independently and in a team environment to accomplish assigned tasks and projects
- Manage simultaneous project tasks and deadlines
- Produce high quality content on all assigned projects
- Serve as liaison between the Tour Director and an assigned department
- Other responsibilities as they develop, based on intern interest areas and organization needs

Requirements

- Motivated with strong work ethic
- Effective interpersonal communication skills
- Prior experience in the marching arts with educational or leadership experience is encouraged
- Must be composed and skilled in making fast pace decisions
- Must be motivated with strong work ethic
- Must have effective interpersonal communication skills
- Must have a sense of humor
- Open to feedback, with strong desire to develop professional skills
- Must be highly organized, detailed oriented, punctual and flexible
- Able to prioritize and manage multiple tasks under tight deadlines
- Attention to detail and accountability

Location & Schedule

Carolina Gold internship positions will be structured around the corps' 2017 summer tour and require travel with Carolina Gold Drum & Bugle Corps. Summer Internship positions run from the months of May-September and candidates are highly encouraged to attend April Camp (*start and end dates are flexible and based on schedule*). Because we meet primarily on the weekends, internship positions will require you to be with us on the weekends. Because this is a tour role, you will be expected to be available to work as needed while on tour.

Compensation

The Carolina Gold internship program will pay for the candidate's housing, transportation, and food while traveling with the corps. Interns are eligible to receive college credit, depending on their institution's policy.

Application Process

Please submit your resume, short cover letter, references, transcripts and supporting applicable materials to membership@carolinagold.org.

Applicants will be subject to a screening project and a series of phone/live interviews as part of the evaluation process.

All qualified applicants will receive consideration for an internship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. Carolina Gold Drum & Bugle Corps offers equal opportunity and treatment to all who apply and is committed to diversity.

Questions may be directed to membership@carolinagold.org.