



Facilities Manager

Description: The Madison Scouts Drum and Bugle Corps is seeking one Facilities Manager to assist with the following duties during their 2022 summer season from June 3-August 13.

Duties:

- Act as primary point-of-contact for housing and rehearsal site hosts.
- Coordinate site layout and corps arrival/departure procedures.
- Effectively communicate facility-related information to all corps personnel.
- Ensure consistent and accurate documentation of all housing site check-in and out processes.
- Ensure compliance to all corps housing site-related policies.
- Assist with other duties as assigned by the Corps Director.

Qualifications:

- All candidates must be at least 21 years of age, have a valid driver's license, pass a criminal background check, have received full COVID-19 vaccination, and be available from June 3, 2022 to August 13, 2022. It is critical that candidates have access to a reliable laptop and cell phone with data plan.
- Experience touring as an administrator with a Drum and Bugle Corps is preferred.



Additional Information:

The Facilities Manager will be in a live-in position with the drum corps. Once competition begins the contractor will travel with the drum corps via bus to all performances.

All participants, staff, and volunteers will be required to be fully vaccinated against COVID-19 prior to arrival.

Forward Performing Arts, Inc. (501(c)3) and the Madison Scouts are an Equal Opportunity Employer.

Compensation:

- Negotiable-based on experience and availability
- Housing, on-tour transportation, and food costs are covered by the drum corps

Contact:

Direct all questions and/or inquiries to David Lofy, Corps Director at director@madisonscouts.org. Interested applicants should submit their resume and cover letter [here](#).