



Personal Operations Assistant

Be part of the action as a member of the fast-paced Louisiana Stars Admin Team! Learn how Louisiana Stars travels throughout the country, and help with preparation and executions of all aspects of tour. As an Operations Assistant, you will have the opportunity to learn, collaborate, and work on real projects, and experience what it is like to work for a professional organization, all while helping the 2020 Louisiana Stars on the road to success. We are looking for someone who hustles by default, and is exceptionally detail-oriented. This person will be a creative mind with an insatiable curiosity to learn all there is to know about the day to day tasks of the Administrative team.

Role Responsibilities

- Assist with making all personal details of the Louisiana Stars DCI Summer Tour concluding at the 2020 World Championship events
- Assist with the preparation of personal preseason paperwork travel materials
- Assist with on-site volunteer forms and registration
- Assist with motivation of team members during the 2020 season
- Assist with management of the volunteer program paperwork alongside the volunteer coordinator
- Organize administrative paper work that may involve collaboration with caption heads of Visual, Percussion, Guard, and Brass programs to obtain a "big-picture view" of their needs, questions and concerns through the 2020 season
- Able to handle stressful situations on-site with tact and professionalism
- Have excellent time management skills and the ability to meet deadlines on a daily basis
- Proficiency with Microsoft Office applications

Requirements

- Experience in management or leadership a plus but not necessary
- Proficiency with Google Products, Dropbox and Microsoft Word
- Must be composed and be highly skilled in dealing with ambiguity
- Motivated with a strong work ethic
- Effective interpersonal communication skills
- Open to feedback, with strong desire to develop professional skills

- Must be highly organized, detail oriented, punctual, and flexible
- Able to prioritize and manage multiple tasks under tight deadlines
- Attention to detail and accountability
- The ability to thrive in an ever changing environment

Knowledge and Skills Required

- The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others
- Demonstrate responsiveness and adaptability following change initiatives, and demonstrates ongoing support for change efforts
- Understand and comprehend information, as well as find application and value from new knowledge
- Demonstrates effectiveness and flexibility with changing environments, responsibilities, tasks, and people
- Identifies and resolves issues timely by gathering and analyzing information skillfully
- Follows detailed procedures to ensure accuracy in the entry and reporting of data
- Uses time efficiently by prioritizing and planning work activities
- Demonstrates upmost level of integrity in all instances, and shows respect towards others and towards company principles
- Shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for departmental and organizational decisions
- Takes personal responsibility and ownership for adhering to all policies and procedures while also completing work timely and in accordance with performance expectations

Physical Demands

- Moving about on foot to accomplish task for sustained periods of time.
- Standing, particularly for sustained periods of time.
- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner.
- Moderate physical activity performing somewhat strenuous daily activities of a primarily product/technical nature.
- Exerting up to 50 pounds of force occasionally to lift, carry, pull, or otherwise move objects.

Location and Schedule

Part time positions will be structured around the corps' summer tour and **require** travel with The Louisiana Stars Drum & Bugle Corps. Summer positions run from the months of May-August (*start and end dates are flexible and based on schedule*).

Compensation

The Louisiana Stars Drum and Bugle Corps Operations Assistant is a part-time paid position. Compensation will include seasonal wage, housing, transportation (conditional), and food provided to those traveling with the corps (summer).

Paid position: This position will be a paid member of our Administrative Staff.

Additional Information

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed above are representative of the knowledge, skill, and/or ability required. This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts the company's rights to assign or reassign duties and responsibilities to this job at any time.

Application Process

Please fill out the application form on the Louisiana Stars website and submit your resume, short cover letter, references and supporting applicable materials to Assistant Corps Director Jeremi Edwards at jedwards@louisianastars.org.

Applicants may 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 employment without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. The Louisiana Stars Drum & Bugle Corps offers equal opportunity and treatment to all who apply and is committed to diversity.