



**POSITION TITLE**

# ADMINISTRATIVE SUPPORT

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**SUPERVISOR**

IMPACT Percussion  
Director of Operations

**TIER LEVEL**

Tier 1 Staff

**STATUS**

Part-time/seasonal

**SEASONAL STIPEND RANGE**

\$500 - \$800 / season.  
Depends on  
Experience and  
Qualifications

**ABOUT IMPACT PERCUSSION**

Formed in 2014, IMPACT Percussion is a competitive percussion ensemble from Kennewick, WA serving youth ages 14 – 22. Youth in IMPACT learn life skills through a highly educational, challenging, and rewarding marching arts program. IMPACT Percussion is an Independent Open WGI ensemble, competing at local WGI Regional events, at NWAPA shows across the Pacific Northwest, and at the WGI Percussion World Championships in Dayton, OH. IMPACT Percussion’s season typically starts each year in late September, and the season runs through mid-late April.

**POSITION SUMMARY & KEY RESPONSIBILITIES**

Under the supervision of the IMPACT Percussion Director of Operations, the Administrative Support Team is responsible for a variety of work to ensure a safe, successful, and sustainable season for all members. Specifically, the Administrative Support Team will be responsible for:

- Running registration and member check-in at all auditions and rehearsal camps
- Accepting member payments
- Measuring members for costumes
- Assisting supervisors with printing music or drill as needed
- Assist the Director of Operations in creating schedules for all rehearsals, competitions, and events
- Assist the Director of Operations in securing housing, transportation, food, and other logistical pieces for competitions weekends
- Assist the Director of Operations in securing rehearsal and camp locations and facilities
- Additional duties as assigned

**QUALIFICATIONS**

- Minimum of one year experience working with youth. Experience working with WGI or DCI groups a plus.

- 21 years of age or older.
- Strong communication skills in person, through email, text / Slack, and over the phone.
- Ability to remain poised, positive, and energetic in a busy, high stakes work environment.
- Ability to plan and manage multiple tasks and to develop solutions to problems.
- Ability to think on your feet and adjust as plans change.
- High attention to detail.
- Be available most weekends between September – April. Be available to travel to Dayton, OH for a week mid-April.
- CPR/First Aid certified.
- Be able to lift 40 lbs.

### **APPLICATION PROCESS**

Please submit a cover letter and resume to [josh.peterson@greatclubs.org](mailto:josh.peterson@greatclubs.org). Position will close as filled.

*IMPACT Percussion is an Equal Opportunity Employer.*

