

TITLE: TOUR ADMINISTRATION ASSISTANT

Reports To: Assistant Circus Operations Director	FT/PT: Part-Time Seasonal
FLSA Classification: Exempt	Department: Tour
Date Approved:	Signature:

JOB SUMMARY: (What is done and why.)

Assist the Circus Operations Director and Assistant Circus Operations Director with administrative activities during the training period and while on tour. Assist in coordinating shows (doing ticket sales, working with presenters, etc.) and maintains concessions recordkeeping.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Work with Asst. Circus Operations Director in calling presenters, mailing tour info packets, answering tour inquires, providing tour vehicles with appropriate insurance info and route book info, contacting and reviewing site requirements with presenters and applying for site permits that are still outstanding (for banners, concessions, signage, etc.)
2. Assist with making travel arrangements and coordinating arrival and departure times of tour staff, visitors, and coaches. Be available to assist in picking up and/or dropping off tour staff and coaches at designated transportation depots.
3. Providing timely and accurate information for presenters, trouper parents, troupers, tour staff and the general public during the training and tour periods.
4. Provide Tour staff on-site orientation and bunk trailer assignments.
5. Assist in maintaining Tour petty cash accounts.
6. Assist in picking up and mailing all Smirkus street banners.
7. Deliver tour staff mail and phone messages that arrive from Smirkus Headquarters and assist with company communications during training and tour period. Maintain staff communication board.
8. Assist in organizing and participating in the sale of tickets at all self-presented shows and reconciling midway and ticket booth sales after each show and with ticket outlets on self-presented sites.
9. Assist in the daily set-up, tear down, organizing, stocking and cleaning of Tour staff office trailer.
10. Assist in setting up and following through on port-o-let, trash and diesel fuel deliveries for each tour venue.
11. Manage the courtyard cleanliness and assure general creature comforts for the staff are monitored.
12. Maintain sign in/sign out log of company vehicles.
13. Assist with concessions inventory and product ordering as needed.
14. Maintain daily concessions inventory, daily cash counts, verify cash transferred to Assistant Circus Operations Director for deposit. Provide weekly concessions inventory and cash receipt reports to Smirkus head quarters.

15. Responsible for tracking and submitting proper backup documentation for Concessionaire commissions.
16. Assist in the set-up and tear down of back lot at the discretion of the Circus Operations Director. Duties may include but are not limited to: Setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.
17. Provide general clerical and office assistance as needed when at Smirkus Tour Headquarters.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. You must have a valid Drivers License and be willing and able to drive a company vehicle.
2. You must have (or obtain before tour) certification in CPR and Basic First Aid.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally conducted in an office environment.

External: Work requires travel throughout Vermont and surrounding states in preparation for and while on summer tour.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 100 pounds.

SUPERVISION:

Supervision is received from the Assistant Circus Operations Director