



1 Circus Road
Greensboro, VT 05841
802-533-7443
tour@smirkus.org

TITLE: TOUR HOUSE MANAGER

Department: Tour	Staffing Classification: Seasonal
Reports To: Tour General Manager	FLSA Status: Exempt
Date Approved: 2/14/25	Pay: \$700-\$800/wk

JOB SUMMARY:

Responsible for operating an efficient, welcoming front of house that creates positive audience and presenter relations. Responsible for training the day of show volunteers. Responsible for cleaning the Big Top house, grounds, and facilities.

ESSENTIAL FUNCTIONS:

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

- Establish contact with presenters and assist with the smooth flow of the front of house operations in areas such as: onsite box office operations, ushers, trash, program distribution, and any special functions the presenter may be holding in conjunction with our show.
- Train day of show volunteers both for outside presenter and at self-presented sites.
- Recruit house, parking and ticket booth volunteers for self-presented show needs.
- Check location and conditions of public toilet facilities, prior to each show. Notify presenter of cleaning needs.
- Maintain inventory of playbills and adequate stock for each show. Arrange for transport of additional programs from Smirkus Headquarters.
- Work with Smirkus Administrative Coordinator, Marketing Director, House Manager, Presenters, and/or Board Members as needed to coordinate guest and VIP lists. Organize VIP seating. Greet special guests and alert Tour Directors to their presence. Arrange for backstage tours as appropriate. Communicate the presence and relevant info of any additional special guests to Smirkus HQ.
- Communicate and coordinate with Production Manager when to open the tent to audience, when to start the show. Ensure timely seating of audience to maintain show schedule.
- Maintain a clean front of house appearance. Oversee clean up inside tent and the outside grounds after each show. Coordinate with Counseling team for Troupers to do bleacher trash removal after each show.
- In conjunction with Tour General Manager, and Box Office Manager, obtain presenter information before, after, and during the show, such as attendance numbers, etc.
- Plan for, coordinate, and oversee any emergency situations that may come up, such as fire or severe storms. Update as needed written plans for dealing with emergencies and evacuation, and instruct staff in their duties and proper behavior during emergency situations.
- Assist in the set-up and tear down of back lot at the discretion of the Tour General Manager. 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.
- Drive company vehicle.
- Other jobs as needed.



KNOWLEDGE AND EXPERIENCE:

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

- 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 50 pounds.

SUPERVISION:

Supervision is received from Tour General Manager.

PERIOD OF EMPLOYMENT:

This is an approximately three-month seasonal position, June 21 - August 18, 2025.

To be considered for this position, please contact jobs@smirkus.org.

Interested parties please include:

- In the subject line, put "TOUR" in all caps and the job title that you are applying for
- Cover letter
- Resumé

CIRCUS SMIRKUS – A PROMISE OF INCLUSION - <http://www.smirkus.org>

Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine— both in and out of the ring.