



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

TITLE: BIG TOP TOUR COMMUNICATIONS ASSISTANT

Department: Marketing	Staffing Classification: Seasonal
Reports To: Marketing Director	FLSA Status: Exempt
Date Approved: 2/26/25	Pay: \$600/wk

JOB SUMMARY:

Circus Smirkus is seeking an organized, energetic person with strong news media, writing, photography and video skills to assist our marketing department during the summer season.

The Tour Communications Assistant will work as part of Circus Smirkus Marketing team to provide support for the exposure of the brand through the publishing, monitoring and archiving of images, video, written and other content. This position is designed to give students or entry-level professionals the opportunity to experience firsthand the workings of a youth circus arts organization – and most importantly, how to let the public know about it. Prospects with experience in film studies, new media, marketing, journalism, creative writing or communications are encouraged to apply.

Although the specific length and terms of the position will be negotiated when an offer is made, a commitment of ten weeks is requested, beginning approximately in early-June and ending in mid-August. The job will be based at our headquarters in Greensboro, VT for approximately 3 weeks, then will travel with the tour for the remaining 7 weeks. For students, this position may allow you to earn school credit; check with your school for appropriate opportunities.

ESSENTIAL FUNCTIONS:

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

Provide Content For Marketing Department To Promote the Big Top Tour

1. Produce and edit photos, videos and written content for website and company emails to promote the Big Top Tour as directed by the Marketing Director. Act as primary content provider for the Smirkus Big Top Tour, giving the public an inside view of life with the circus. Video skills are most important.
2. Publish photos, video and written content to social media sites, including the Circus Smirkus Instagram, Youtube and others using strategies outlined by the Marketing Director.
3. Act as press liaison on site, and coordinate photo and press opportunities with the Marketing Director, tour management and trouper counselors.
4. Other jobs as needed. Traveling down the road with the circus is a community where everyone helps. You will be assigned tasks by the Tour General Manager to help move the show down the road. This may include helping to pack and unpack equipment or other tasks as needed.

KNOWLEDGE AND EXPERIENCE:

- Excellent written and oral communication skills.
- A natural curiosity and profound interest in telling stories (with words and images).



- A knack for social media including Instagram, Tik Tok and Youtube.
- Proven skills in photography and videography.
- Photo editing skills.
- Video production skills are not necessary but a plus!
- Ability to thrive in a fast-paced environment and meet deadlines.
- Ability to be flexible, positive, take initiative and demonstrate good judgment.
- Ability to maintain confidentiality and follow-through on tasks and projects.
- Professional interest in fields of communications, journalism, film, new media and marketing.

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, hearing and communicating effectively.
- Work may include occasional pushing, pulling, or carrying equipment.
- Must be able to lift 50 pounds.

SUPERVISION:

Supervision is received from the Marketing Director. Additional supervision is received from the Tour General Manager.

PERIOD OF EMPLOYMENT:

This is an approximately three-month seasonal position, June 6 through August 19, 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.