



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

## TITLE: TOUR GENERAL MANAGER

Department: Tour	Staffing Classification: Seasonal
Reports To: Executive & Artistic Director	FLSA Status: Exempt
Date Approved: 2/3/25	Pay: \$1200-\$1400/wk

### JOB SUMMARY:

The Tour General Manager provides total leadership and logistic coordination of a cross-functional team (operations, production, administration) to implement a safe and successful Big Top Tour within budget guidelines.

### ESSENTIAL FUNCTIONS:

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

- Manage the Big Top Tour budget throughout the summer season, ensuring that revenue and expense targets are met.
- Maintain the Big Top Tour schedule.
- Manage Presenter relationships including coordinating communications and acting as primary point of contact for logistical, safety and health aspects of presented sites. Supervise box office and house management staff in other communications with presenters.
- Onboard and orient world-class seasonal staff for the Big Top Tour. Continue to help Smirkus provide an inspiring work environment.
- Work with the Tour Administrator, Administrative Coordinator and department heads to carry out day-to-day operations and ensure a smooth and efficient tour.
- Work with the Facilities Manager in all aspects of planning, managing and overseeing the Circus Barn facility site maintenance, repair, and construction during the summer season to ensure the long term utility of the Greensboro site for the Big Top Tour.
- Recommend changes to or replacement of equipment.
- Work with the Backlot Manager to supervise set-up of Smirkus facility prior to the rehearsal period as well as on tour, coordinating with presenters and other Circus Smirkus staff as necessary.
- Ensure and oversee clear, proactive communication with families, troupers, presenters, and staff.
- Supervise seasonal staff to ensure staff performance is consistent with Circus Smirkus values and expectations. Maintain cleanliness and a high standard of presentation for both health and safety AND with positive public experience in mind.
- Conduct end of season performance evaluations for all staff for the Big Top Tour.
- Provide “real time” feedback and site reports throughout the summer to the Executive & Artistic Director.
- Oversee safety & risk management for all aspects of tour operations including oversight of the tour safety program and the training and participation of staff.
- In conjunction with the Tour Administrator, provide input on housing options for all tour staff during rehearsal and while on tour.
- Assist with assigning drivers for circus rolling stock and provide instructions to drivers for compliance with DOT rules and regulations.



- Ensure compliance to the Department of Transportation and Regulatory Commission rules for the fleet, its movement, and for the crew.
- Prepare for and be present for site inspections. Assure all state and local codes are followed.
- Perform a physical count and organize storage of all tour equipment. Ensure that an accurate tour equipment inventory is maintained by each department.
- Support the coordination of activities with other staff in order to carry out the mission of Circus Smirkus.

## **KNOWLEDGE & EXPERIENCE**

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

- 3 years of prior logistics management experience and solid understanding of logistical processes. Touring or circus experience is strongly preferred.
- Solid understanding of circus tents, circus equipment and equipment operations, including all vehicles and rolling stock.
- Management experience including staff supervision, budget adherence and stakeholder communications. Customer service and strong written/oral communications are a must. HR a plus.
- Excellent organizational skills and ability to prioritize competing tasks.
- Ability to respond effectively to emergencies and implement contingency plans.
- Demonstrated ability and experience using MS Office applications (MS Word, Excel, etc.) and Google Suite.
- Demonstrated ability to work with individuals in all age groups, including children.
- Commitment to creating a diverse and welcoming environment that inspires a collaborative spirit and world-class experiences for participants, staff, partners, and audiences.

## **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 the Executive & Artistic Director.

## **PERIOD OF EMPLOYMENT:**

This is an approximately four-month seasonal position, May 1 - August 27, 2025.



To be considered for this position, please contact [jobs@smirkus.org](mailto: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.*