



Role Description

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| Job Title: | Tour Manager |
| Reports to: | Director of Operations |
| Status: | Full-Time (1099) (12 months) |
| Date last amended: | August 2 nd , 2021 |

JOB SUMMARY

The tour manager performs an administrative function within the organization. The Tour Manager will perform functions under the direction of the director of operations and other members of the administrative team and will support the logistical functioning of the drum corps. The tour manager will serve as the primary administrative coordinator as needed.

MAJOR RESPONSIBILITIES (May included, but not limited to:)

- Collaborate with the operations director to collect dues and fees and maintain proper record keeping for membership
- Collaborate with the president, operations director and corps director to provide logistical support when needed and to ensure that food, safety, and health of the members is a top priority
- Attend all camps and maintain regular attendance at all practices and events in conjunction with the rest of the administrative team
- Support the needs of caption managers, kitchen manager, and transportation manager within the budget guidelines of each department
- Open schools and practice locations, supervision of members waiting for pick up, and support procurement of supplies for staff and other volunteers in conjunction with the full administrative team
- Tour with the group to support all travel logistics, including but not limited to:
 - Opening/closing of schools and housing sites
 - Show Site Logistics
 - Travel Logistics
 - Food Preparation Services
 - Equipment, Uniform and Show Prop Maintenance
- Perform other tasks as assigned.
- Assist with supervision and management of a small team of interns on tour
- Report concerns to an administrator in a professional and timely manner.

QUALIFICATIONS

- Must be highly organized and detail oriented
- Able to maintain high levels of confidentiality
- Prior experience within the competitive drum and bugle corps environment strongly preferred
- First Aid certification preferred
- Ability to pass CORI and Fingerprinting Check

Stipend paid over 12 months (1099 Contractor)

TO APPLY EMAIL: info@spartansdbc.org

Please include:

- **Cover letter**
- **Resume**
- **Three References**

