

**TITLE: HEAD CONCESSIONAIRE**

Department: Tour	Staffing Classification: Seasonal
Reports To: Circus Operations Director	FLSA Status: Exempt
Date Approved:	Signature:

**JOB SUMMARY:** (What is done and why.)

Circus Smirkus' Head Concessionaire plays a key role in managing, presenting and selling branded products (e.g., t-shirts, videos, books), juggling equipment, novelties, and food and drinks at Big Top Tour events throughout New England each summer; this includes managing a team of concessionaires.

The Head Concessionaire will work closely with Circus Smirkus tour, marketing and office staff to manage concessions inventory, (re)stocking, and sales.

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

1. Assist Circus Programs Director in hiring of concessions crew.
2. Train and organize concession crew prior to start of tour. Promote salesmanship including hawking.
3. Establish work schedule for concession crew and Troupers interested or assigned to work concessions.
4. Oversee concessions crew performance including hawking and promote positive customer relations throughout the tour.
5. Maintain positive concessions crew morale. Provide written evaluations for crew at end of the tour.
6. Evaluate concession display, merchandising, and any other concessions-related requirements for the coming season.
7. Work with the Marketing Director, Business Office and Tour Administrative Assistant to ensure adequate supply of novelty and food concessions products throughout the season; and provide feedback and suggestions on how to improve systems.
8. Be proficient with the Lightspeed inventory system and corresponding software and equipment (ie Ipads, paypal readers, scanners).
9. Work with Circus Operations Director to determine concession area movement and setup/takedown schedule.
10. Maintain daily inventory and cash counts, and verify cash transferred to Assistant Circus Operations Director for deposit.
11. Maintain a clean, attractive presentation throughout the concession area.
12. Assist in the setup and takedown of concession tents, displays, signage, etc.
13. 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.
14. Drive company vehicle.

15. Other duties as assigned.

**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 Circus Operations Director.

**PERIOD OF EMPLOYMENT:**

This is an approx. three month seasonal position from end of May to end of August 2019.

---

To be considered for this position, please contact [tour@smirkus.org](mailto:tour@smirkus.org).  
Interested parties please include:

- Cover letter
- Resumé
- Completed [Circus Smirkus Employment Application](#)

*Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer.  
All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.*

<http://www.smirkus.org>



