



## TITLE: ASSISTANT TENT BOSS

Department: Tour	Staffing Classification: Seasonal
Reports To: Tent Boss	FLSA Status: Exempt
Date Approved:	Signature:

### JOB SUMMARY:

Assist the Tent Boss with the efficient, safe setup and takedown of all tents, training of and oversight of all tent/bleacher crew and planning of tent, bleacher, and equipment needs and maintenance, etc.

### ESSENTIAL FUNCTIONS:

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

1. Prior to the tour, work with the Tent Boss to determine tent, tent trailer, bleacher, bleacher rack, skid steer, and any other tent related touring needs.
2. Work with Tent Boss to determine schedule of setup, truck movement and crew schedules.
3. Assist with training and organizing of tent crew prior to start of tour.
4. Assist in the set-up of the Big Top, support tents and bleachers.
5. Assist with overseeing tent crew throughout pre-rehearsal, rehearsal and the tour. Maintain positive tent crew morale.
6. Provide labor force (tent crew) as needed during rehearsal and on tour to accomplish non-tent related duties as needed.
7. Layout performance site and location of all tents in advance.
8. Assist with all tent and bleacher setup and takedown, packing of the trucks for load in and load out.
9. Be prepared to assist with securing tent and assure safe shelter for staff, performers and audience in the case of inclement weather.
10. Regularly adjust proper tent venting as conditions change.
11. Assist with overseeing maintenance and repairs on all tent related equipment in collaboration with Maintenance & Backlot Manager.
12. Collaborate with tour management when decisions affect multiple entities.
13. Assist with writing and documenting tent related policies and procedures.
14. Advise supervisor of any unsafe working situations.
15. Must be able to lift at least 100 pounds.
16. Assist in the set-up and tear down of back lot at the discretion of the Tour General Manager. Duties may include but not limited to: Setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.
17. Ability to work at heights.
18. Drive company vehicles.
19. Other jobs as needed.

### 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 100 pounds.

**SUPERVISION:**

Supervision is received from the Tent Boss.

**PERIOD OF EMPLOYMENT:**

This is an approx. three month seasonal position from mid-May through August 2020.

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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 – A PROMISE OF INCLUSION**

*Throughout history, the circus has sought out and celebrated all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities. It is fundamental to our values to welcome employees, participants, and audience members of all backgrounds with the curiosity, respect, and awe human diversity inspires.*

*Joining a Circus Smirkus program – as a participant, an employee, or an audience member – means you belong. As a company, we promise to consider only merit in making hiring or program decisions. The only thing that matters to us is your willingness to embrace our values and help us create joy and magic for everyone who encounters a Smirkus program. If you're smart and talented and willing to work hard, please apply for a job with us!*

*As a proud upholder of circus tradition we commit to providing everyone equal opportunity to become a star, both in and out of the ring.*

<http://www.smirkus.org>