



Circus Smirkus, a non-profit, award-winning, international youth circus based in Greensboro, Vermont, with the mission to promote the skills, culture and traditions of the traveling circus and to inspire youth to engage in life-changing adventures in the circus arts seeks an adventure driven and highly motivated Tour General Manager to plan and implement a smooth, efficient, and successful summer Big Top Tour.

The Tour General Manager is a key member of the Smirkus Leadership Team and is responsible for the management and oversight of all planning and preparations associated with the Big Top Tour, including logistics, staffing, presenter relations, ticketing, safety, and budgeting. In the off season, you will work closely with the Administrative Director and Operations Manager to pre-plan schedules, conduct site visits, and facilitate vehicle rentals and local permitting where necessary. On tour, you will be the site's point person for internal staff and presenters to help troubleshoot and think creatively should the need arise. You like to plan ahead but are also able to reassess and pivot as needed. You are innovative, thoughtful, quick on your feet, and a fantastic communicator who is able to read the needs of your staff, participants, and audience.

This is a full time position with benefits. Work in the off season may be done hybrid or remote (Oct-April). Work during season must be performed onsite (May-Sept). Compensation package includes health care and 401(k) as well as room and board for the touring season. Pay Range: \$50,000 - \$62,000

ESSENTIAL FUNCTIONS:

- Develop strategy for the Big Top Tour in collaboration with Circus Smirkus leadership.
- Plans the day-to-day operations in collaboration with the Big Top Tour Administrative Director and Production Manager including all planning, preparation and implementation of activities to achieve smooth and efficient operation within budget guidelines.
- Develop the Big Top Tour budget in collaboration with department heads. Manage the budget throughout the season.
- Develop and maintain the Big Top Tour schedule. Conduct site visits to scout presentation locations and determine logistical needs.
- Manage Presenter relationships and act as primary point of contact.
- Recruit, hire, and onboard world-class seasonal staff for the Big Top Tour.



- With the Tour Operations Director, supervise the set up of Smirkus facility prior to rehearsal period as well as on tour, coordinating with presenters and other Circus Smirkus staff as necessary.
- Oversee safety & risk management for all aspects of tour operations including training. Ensure compliance to DOT and Regulatory Commission
- Assure all state and local codes are followed and permits are filed. Prepare for and be present for site inspections.
- Ensure that an accurate tour equipment inventory is maintained by each department.
- Ensure clear, proactive communication across departments

KNOWLEDGE, EXPERIENCE, AND ABILITIES:

1. 3 years of prior logistics management experience and solid understanding of logistical processes.
2. Solid understanding of circus tents, circus equipment and equipment operations, including all vehicles and rolling stock.
3. Management experience including staff supervision, budget adherence and stakeholder communications. Customer service strong written/oral communications are a must.
4. Excellent organizational skills and ability to prioritize competing tasks.
5. Ability to respond effectively to emergencies and implement contingency plans.
6. Proficiency with word processing and spreadsheets (MS Word, Excel, etc.). Google Workspace and Excel are strongly preferred.
7. Demonstrated ability to work with individuals in all age groups, including children.

To apply for this position please send a cover letter and resume to jobs@smirkus.org with the subject line "Tour General Manager."