



## CROSSMEN PRODUCTIONS INC

### JOB DESCRIPTION

Job Title: Tour Assistant  
Reports To: Assistant Tour Director  
Salary: \$100 per week on tour and/or spring training.  
Status: Summer, Seasonal  
Start Date: Varies (May 11-August 14)

### POSITION SUMMARY

Under the guidance of Crossmen Tour Management, the Tour Assistant will aid the drum corps in the day-to-day operations, starting from Spring Training through all of Summer tour.

Other areas of primary importance are: being constantly and readily available to assist the drum corps operational staff; providing a world class experience for staff and membership.

#### *Available Positions*

- 1 Spring Training Assistant
- 2 Half-Summer Tour Assistants
- 2 Full Summer Tour Assistants

### MINIMUM QUALIFICATIONS

Age: 21 or older

Education: Bachelor's degree in related field or comparable experience.

Availability: On Call for discussions, meetings, and trainings (April-May) & Full or Half of Summer season

Language Skills: English, Spanish preferred

Licenses & Certifications: CPR/AED and First Aid, Medical Examiners Certification for commercial driver medical certification (AKA Medical Card) – All provided once hired.

#### *Required*

- Minimum 2 years event/ensemble leadership experience
- Self-motivated with strong work ethic
- Excellent written and oral communications skills required
- Proven ability to manage time-critical projects (planning, scheduling, monitoring)
- Ability to work effectively independently and in a team-oriented environment
- Strong organizational skills with the ability to adapt quickly to changes in priorities
- Experience with working on multiple projects at once with deadlines met

#### *Preferred*

- Experience with Microsoft Office (or related programs)
- Experience with Google forms, sheets, docs, etc.
- Commercial Drivers License (CDL) - Class A

### WORK ENVIRONMENT/MINIMAL PHYSICAL REQUIREMENTS

- This position requires the consistent ability to lift heavy objects, sometimes up to 50lbs.
- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with Crossmen Productions, Inc. are considered to have supervisory or disciplinary action relationship over minors. Upon receiving an offer for the position, a background check must be filed and the employee must be cleared before the first day of employment.

### TEAM LEADER COMPETENCIES (expectations)

Mission Advancement: Ensure a high level of service with a commitment to developing world class environment. Cultivate relationships for continued positive engagement.

Collaboration: Build relationships to create small communities. Empathetically listen and communicate for understanding when negotiating and dealing with conflict. Effectively tailor communications to the appropriate audience. Provide membership and staff with guidance and support.



**Operational Effectiveness:** Develop plans and manage best practices through engagement of team.

**Personal Growth:** Share new insights, concepts or ideas that will further our development as an organization. Facilitate change; model adaptability and an awareness of the impact of change. Utilize non-threatening methods to address sensitive issues and inappropriate behavior or performance. Have the functional and technical knowledge and skills required to perform well; use best practices and demonstrate up-to-date knowledge and skills in technology.

While all competencies are significant the following are critical to success in this position:

- Community: Demonstrates a desire to serve others and fulfill community needs.
- Communication: Listens for understanding and meaning: speaks and writes effectively.
- Project Management: Establishes goals, clarifies tasks, plans work, and actively participates in meetings.
- Quality Results: Strives to meet or exceed goals and deliver a high-value for all those involved with Crossmen.

**ESSENTIAL FUNCTIONS**

**Leadership**

- Supervise and assist administrative interns with daily tasks
- Develops and sustains positive, world class relationships with tour staff, membership and volunteers.

**Staff & Member Relations**

- Regularly update Assistant Tour Director with progress on daily or weekly tasks.
- Provide clear information to staff and membership with daily operational information.
- Create and maintain a positive world-class environment in the workspace.
- Assist Food Manager, Athletic Trainer, and tour staff with basic assistance to ensure they can operate to their best ability.

**Administration**

- Assist with updating and managing membership database, uniform fittings, adjustments and overall maintenance, prop management, cleaning the rolling stock, and others related to tour operations.
- Assist with daily errands, purchase runs, and assignments.

**Event Preparation**

- Assist Tour Director to ensure ensemble is set up for success for each performance, some activities include: Assisting in uniform related emergencies, inform membership and staff of stadium layout and warmup areas, ensure production items including props are ready for performance.

**Other**

- All other duties assigned by the supervisor

**ACKNOWLEDGEMENT**

This job description is not meant to be all-inclusive. This position description is not a written or implied contract.

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Employee's Printed Name

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date