Job Title: **Tour Manager**
Reports to: Executive Director, Assistant Corps Director(s)
Status: 1099 Independent Contractor
Date last amended: October 24, 2026

JOB SUMMARY

The Tour Manager will perform functions under the direction of other members of the organization's administrative team and will support the logistical functioning of the drum corps touring schedule. This role works closely with the administrative team, housing contacts, and staff to ensure a smooth and successful tour.

RESPONSIBILITIES (May include, but are not limited to:)

- Tour with the group to support all travel logistics, including but not limited to:
  - Opening/closing of schools and housing sites
  - Oversee facilities and complete DCI housing paperwork
  - Show Site & travel logistics
  - Food Preparation Services
  - Equipment, Uniform and Show Prop Maintenance
- Oversee tour assistants alongside Assistant Director(s)
- Collaborate with the Executive Director and Assistant Corps Director(s) to provide logistical support when needed and to ensure safety and health of the members.
- Attend all camps as scheduled and maintain regular attendance at all practices and events in conjunction with the rest of the administrative team.
- Communicate professionally with all housing site contacts, volunteers, staff, members, other corps employees, and the public, including on the internet.
- Advance and communicate information about housing sites to the rest of the admin team and staff, ensuring cleanliness of facilities upon departure.
- Support needs of staff/volunteers, as assigned by Assistant Director(s).
- Support the health needs of the members by measuring temperature/humidity per DCI guidelines and recommend appropriate break times.
- Participate in corps meetings/wrap ups as asked to provide logistic information.
- Report concerns to the Executive Director or Assistant Corps Director(s) in a professional and timely manner.

QUALIFICATIONS

- Aged out of Drum Corps International or similar pageantry arts programs. (22+)
- Possess a driver's license and safe driving record and be willing to drive for errands.
- Able to commit to at least six weeks of on-tour travel time, which will include night time and/or early morning work in a fast-paced environment.
- Able to be highly confidential, highly organized and detail oriented.
- Ability to pass CORI, DCI training course, and fingerprinting check.
- Strong interpersonal skills and ability to work as part of a team.
- Experience on a DCI administration team preferred.
- First Aid certification preferred.
- Bachelor's degree preferred.

To apply, please email a resume to info@spartansdbc.org.