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# Example of Tour Manager Job Description

Our company is looking for a tour manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for tour manager

* Manage electronic hub for all resources to be easily accessed for all outside partners
* Attend site visits as needed
* Manage assigned areas of the advertising budget and process department invoices
* Support Vice President of Marketing as needed
* Create marketing updates and recap presentations
* Successfully drive revenue
* Prospect, generate leads, develop relationships, understand customer needs, present solutions, negotiate, and close new business and renewal clients
* Leverage existing individual network, tournament host committee, club members, title/event/club vendors, community service groups, current clients, TOUR official partners, and other lead generators
* Manage daily and weekly sales activity including outbound calls, face-to-face appointments, proposals sent, and attending networking functions
* Utilize CRM tools to track, measure, and analyze sales activity

## Qualifications for tour manager

* Employ sales protocol that encompasses multi-year, multi-event, and early renewal strategies
* Work collaboratively with client services, operations, finance and ticketing department to ensure fulfillment
* Conduct surveys, executive focus groups, and sponsor summits to enhance the experience of our clients
* Attend various community and charitable functions as a representative of the Bridgestone Invitational
* Sports background with event management or team sponsorship/hospitality sales is preferred
* Highest degree of ethics and professional conduct