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# Example of Tour Manager Job Description

Our innovative and growing company is looking to fill the role of 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

* Orientation, national origin, citizenship, disability or protected veteran status
* This position may include supervising contractors where applicable
* Review financial statements and data, utilizing financial data to improve profitability
* Respond quickly to customer concerns and correct potential problems before they affect the guests
* Drive high performance meetings and strong communication plans
* Uphold company safety standards to ensure the health and safety of our customers and employees
* Provides leadership and direction to the Studio Tour driver training team to ensure that all drivers are properly recruited, trained, and tested before operating vehicles with guests
* Creates and leads a year-round evaluation program to continually assess Studio Tour drivers with a focus on coaching and documentation
* Set goals and related initiatives toward achieving best in class practices for maintaining a well-trained, proficient driver work force
* Coordinates with Technical Services counterparts to ensure that the tram fleet, supporting vehicles, and backlot attractions are in proper working condition meeting all safety requirements as determined by the company and applicable vehicle codes

## Qualifications for tour manager

* Must be able to work in an industrial/warehouse environment
* Bachelor’s degree in Business, Communications, Sales & Marketing, or other related fields
* Problem solving and flexibility to adapt and adjust to changing situations
* Must have minimum of 2 years Event Operations and Support experience
* Coordinates with Ride Compliance and Learning & Development teams to ensure all policies and procedures are being adhered to, and best practices are being followed during the training and evaluation of drivers
* In partnership with the Studio Driver Manager, selects, trains and leads driver trainers