

TOUR DIRECTOR

Position Summary

The role of the Tour Director is to provide a safe and unforgettable European experience to our guests. Tour Directors will be managing tours throughout Europe, escorting guests between overnight destinations, airports, trains, and hotels. Tour Directors must be prepared to educate and entertain groups of up to 40 tour guests with regional specific commentary, storytelling, and games.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary responsibilities of the Tour Directors include but are not limited to:

- Manage, from start to finish, all on-road operations for assigned tours
- Articulate directions and commentary to tour members in fluent English
- Demonstrate expert knowledge of European tour products
- Handle various problems and emergencies related to tour members and tour conditions
- Communicate with tour suppliers and company office personnel
- Communicate any discrepancies in contracted services to controlling office immediately
- Travel for long periods of time away from home
- Read, research, and write tour commentary and calculate basic math computations
- Wear uniform if required
- Be available at any time to assist tour members in case of emergency, while directing an assigned tour
- Work closely with Tour Drivers with care of guests and handling of luggage
- Read and follow maps to communicate clear and concise directions to Tour Driver
- Resolve hotel/vendor issues
- Accurately maintain and organize paperwork
- Performs other duties as assigned as deemed necessary by Operations

MINIMUM QUALIFICATIONS

Tour Directors must meet the following criteria in order to be considered as an applicant:

- A US/European citizen
- 22 years of age at start of employment
- Possess a current drivers license and a good, safe driving record (no more than one moving violation or at fault accident in the last three years)
- Must be available to work and travel extensively year round
- Work early morning, late evening and/or week-end shifts
- Work independently and as a member of a team
- Ability to creatively verbalize historical, scientific, and factual data to create an interesting and exciting image of the area on tour
- Demonstrate the ability to enhance the enjoyment of the tour members visit to Europe by using strong presentation and personal skills
- Possess a caring, open, understanding, and respectful personality and attitude
- Ability to separate personal beliefs during tour commentary
- Experience in the Europe visitor industry is preferred, but not required

MINIMUM JOB REQUIREMENTS

While performing this job, it will require:

- The ability to walk on a moving motor-coach to assist tour members
- The ability to sit for a minimum of three (3) hours
- The ability to speak English clearly over a microphone
- The ability to lift suitcases (an average of 50 pounds) on and off a motor-coach/airline ramp
- The ability to walk, bend, sit, stand, climb as needed while conducting sightseeing tours.
- The ability to travel on airplanes, cruise ships, trains, motor-coaches and other sightseeing vehicles and modes of transportation as needed
- The ability to recognize and point out sites of interest while on tour
- The knowledge and ability to respond to tour members questions
- The ability to assist tour members on and off motor-coach and assist in emergency situations
- The ability to be away from home for multiple night stays
- A positive, upbeat attitude

WAGES

Tour Directors are payed as independent contractors and are payed on a per diem rate of up to \$500.00, experience depending.

TO APPLY please send your resume/cv along with a cover letter and two letters of recommendation to jlong@prorome.com.