



JOB DESCRIPTION

Boston Guide & Local Sales

Company Background

North America Tour Hub is a fast growing, high energy and fun place to work. The company provides a wide range of tours in 9 cities around the USA, focused on the Urban Adventures brand, which provides public and private walking, food and drink, and out-of-town tours. The company was established almost two years ago, and many of the destinations within its remit have been operating for 10 years. The locations are all important, unique and pace setting tour providers, well respected by their peers and those who market the cities within the region and around the world.

The current group of companies provide tours in Miami, Washington DC, Philadelphia, New York, Boston, Chicago, Denver, Las Vegas and New Orleans. It is expected that further city locations will be added over the coming months and years.

The company is looking for a Guide and Local Sales Representative, working locally to build and develop the guide team and the tour products in Boston, and to work with members of the local and centrally located staff.

Experience:

No prior direct experience is necessary; however the successful candidate has an outgoing personality, will find it easy to socialize and relate to people of all kinds, and may have some experience talking in front of groups. He or she will have a deep-rooted knowledge of and passion for the city, an eye for creativity, and a love for travel. Some experience in a leadership role will be a positive attribute.

The Role:

Tasks include:

Leading Tours

- Ensuring the tour experience for the guest delivers the Best. Day. Ever.
- Arriving early and wearing branded gear.
- Provide hand-out cards at the end – upsell and promote other destinations

Local Sales (in conjunction with central office management)

- Identify local sales channels (passes, web sites, hotels, tour operators, corporate groups, meetings, conventions, etc.)
- Establish distribution relationships in those channels
- Execute strategic promotions for new tours

Travel Industry Networking – DMO, Travel Massive, YTP, CVB, etc.

- Join relevant local travel industry groups
- Attend events and raise the profile of the brand in the industry
- Seek partnerships in the industry to grow sales



Compensation and hours

This is an opportunity to work in a fun, fast-moving, and collaborative work-place, with people who are passionate about travel, their cities, and providing visitors with a unique and life-changing experience. We want someone with passion to join the team in this role, and will provide that person with support and a great learning environment.

The role is a part-time one, which could grow in hours as agreed with the candidate and as the success of the tours and the location dictate.

Compensation will include:

- An hourly guide rate of \$20 for public tours and \$30 for private tours
- Gratuities
- A bonus of \$10 per 5-star review
- Sales commissions on local sales, ranging up to 20%

Your application

Applicants must provide the following with their initial response:

- A full resume of their experience
- A statement about any days or hours that they can't be available (for example, if they have other work commitments)
- The best trip or vacation they ever had

Any applicants that do not include all of these items will not get a response, all others will!

Please send your applications directly to jason@phillytourhub.com.