# THANK YOU FOR YOUR INTEREST IN WORKING FOR TAUCK! PLEASE NOTE RESUMES ARE ACCEPTED ON A YEAR-ROUND BASIS FOR FUTURE CONSIDERATION AS OPPORTUNITIES ARISE.

If you believe this role is a good match for your background, skill set, experience and passion please upload your resume and cover letter as an attachment. Our recruiter will contact you should a position matching your qualifications, availability and interest become available.

We are currently accepting applications for the following 2014 season needs:

- Tauck Directors
- Tauck Bridges Directors
- Tauck Culturious Directors

## **General Information about Tour Directing with Tauck**

Tauck Directors enjoy the benefits and resources of employment with a company that has been at the cutting edge of guided travel since 1925. We take great pride in these front-line representatives of our professional Worldwide Operations team. Our reputation for excellence and integrity was built on the exceptional quality and service of our Tauck Director staff and the support provided behind the scenes by our office staff in Norwalk, Connecticut. We currently employ approximately 250 Tauck Directors worldwide. Most Tauck Directors typically work between the months of May and October, when our tour season is at its height. All Tauck Directors are expected to be available for work assignments throughout September and October. Individual schedules vary, of course, depending on the combination of sales, itineraries assigned, language skills, personal interests, performance history, and seniority.

### **Position Requisites**

- A record of success in the travel or hospitality industry, or similar experience in a customer-service related field
- such as health care or education
- Solid oral and written communication skills
- Administrative and basic accounting skills
- A college or university degree is preferred, but not required

## **Work Scheduling & Performance Reviews**

Managers oversee the scheduling process for the Tauck Directors assigned to their regional teams. Scheduling is a collaborative process, incorporating performance feedback and individualized professional development goals. Tauck Directors prepare an annual 'wish list' to communicate individual interests and special requests. An annual performance review discussion is conducted with each Tauck Director at the end of the season.

#### **Compensation & Benefits**

Tauck Director compensation is a combination of base pay and gratuities received while on tour. Accepting monetary or material commissions is strictly forbidden throughout our organization and will result in immediate termination. Benefits for eligible Tauck Directors include: medical, dental, vision, life, travel, long-term disability, and worker's compensation insurance programs, a 401(k) company plan and a profit-sharing plan. Annual eligibility is based on the total number of weeks worked each calendar year.

Tauck Directors work in diverse physical and cultural settings around the globe. Whenever representing Tauck, they are expected to present themselves, and our organization, professionally with guests, suppliers, and fellow associates.

The most successful Tauck Directors are proficient at handling multi-faceted responsibilities. Key skills include:

- Exceptional interpersonal skills for diverse audiences
- Creative and dynamic knowledge presentation skills
- Independent, resourceful decision-making
- A collaborative approach when working with colleagues
- Problem-solving skills, including poise under emergency conditions
- Organizational skills, with both groups and accounting functions
- Computer skills: ability to use email, the web, MS Word and Excel
- Language skills for international itineraries, particularly French, German, Italian and Spanish