



## Description: Activator / Tour Manager

**Job Summary:** Will ensure that mobile deployments run smoothly by communicating with all pertinent parties involved in the activation development. This position will ensure that all details of the activation are covered from start to finish, on-time, and any and all complications that arise are handled in a professional and workmanlike manner.

### Job Duties:

- Plan, organize, and coordinate products, equipment, and displays for activation.
- Manage all logistics of the activations.
- Assist the Director of Logistics in implementing each tour's goals, purpose, message and impression.
- Lead the set up crew in setting up large displays and train staff on safe processes.
- Travel to major activations throughout the year to coordinate set up and tear-down of each show, ensuring that the overall look and feel of the activation is up to Boxman standards.
- Gather, pack up, and ship items needed for shows (literature, T.V.'s, signage, show displays, etc.)
- Return products to the appropriate place after each show.
- Handle daily campaign maintenance including questions regarding tracking and status of various campaigns.
- Work with media partners to ensure accurate platform implementation.
- Troubleshoot issues on all pre-production and live campaigns and handle all issues in a professional and workman-like manner.
- Oversee and resolve weekly and/or daily campaign QA reports to ensure accurate campaign results and trafficking routines.
- Manage inventory of company and customer assets.
- Install protective devices, such as bracing, padding, or strapping to prevent shifting or damage to protect items of from being damaged.

Boxman Studios' Core Values define what Boxman Studios believes makes it great and what sets it apart from its competitors. These core values are the basis for how Boxman Studios hires, reviews, promotes, terminates and conducts business with vendors and clients. It is expected that you portray these core values at all times while with Boxman Studios.

### Core Values:

1. Passionate, Dedicated, Hungry for Knowledge
  - a. The job isn't finished until the job is finished.
  - b. Working outside of our set job descriptions and expectations.
  - c. Constant search for new methods/materials.
2. Problem Solving via Innovation and Imagination
  - a. Listen first.

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boxmanstudios.com

Just add people.



- b. Open Collaboration.
  - c. Raising the bar on every project.
- 3. Driven to do the Impossible
  - a. Outside the box thinking.
  - b. Believing we can solve any problem.
  - c. "No" isn't part of our lexicon.
- 4. Family, Fun, Respect
  - a. Honesty and integrity in our people and through our actions.
  - b. Commitment to teamwork.
  - c. Delivering results so we all benefit.

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