



# Dragon Bus

## **TOUR GUIDE JOB DESCRIPTION**

### ***COMPANY OVERVIEW***

Dragon Bus is a new independent travel network in China. Offering 8 separate routes in the initial stage, Dragon Bus is similar in nature to other independent travel networks around the world such as Oz Experience in Australia or Busabout in Europe. This now gives independent travellers in China the opportunity to travel with like-minded people while still maintaining a level of choice as to what they wish to do at each site.

The company head office is in Sydney, Australia with a partner office located in China responsible for the operational aspects of the business. The Directors of the company have a combined 50 years of experience in working in China, including extensive travel experience both within the country and worldwide. Our directors have personally visited every site on the Dragon Bus routes to ensure that all aspects of the tours have been selected and are appropriate for independent travelers.

For more information see [www.dragonbuschina.com](http://www.dragonbuschina.com)

### ***TOUR GUIDES***

Previous experience as a tour guide is not necessary, just a vibrant personality and the desire to assist travellers to get the most out of their travel experience. Chinese (Mandarin) language skills are also not required, but desirable.

Guides will be based in one of 3 locations where Dragon Bus tours commence – Beijing, Shanghai or Xian. Guides will work in conjunction with the local tour guides who will join the tour in each area. The western guide will stay with the group for the entire duration of the tour, which range between 6 and 16 days, while there may be 3-4 separate local guides that work with the group during the journey

### ***EMPLOYMENT DETAILS***

A minimum contract of 6 months will be offered to successful applicants after the initial training period. Appropriate work visas will be organized for successful applicants. Employment is due to commence in October 2009.

Guides will be given a guaranteed minimum of 20 days work per month. A majority of these days will be with the tour group while travelling, however there may be some additional work in assisting in setting up the tours in the departure cities in meeting this minimum number of days. Guides will be paid a starting gross salary of 5000RMB per month. Commissions and tips will also be earned in addition to this on each tour.

### ***DUTIES***

Guides will work in conjunction with Chinese local guides who will be able to provide more in-depth knowledge of the local area, however guides will still be required to have a good knowledge of all areas on the route. Much of this information will be provided during training

Daily duties include:

- Ensuring that tour members booked to travel are in attendance
- Organise social activities to allow people on the tours to get to know each other
- Confirm accommodation numbers with hostels in each location
- Provide detailed information on local sites to tour members
- Assist tour members with travel advice and information as necessary
- Provide information on local bars, restaurants, shopping and activities in each location
- Promote and sell day tours to tour members, which will earn additional commissions
- Promote and sell Dragon Bus passes to other tourists in stopover cities
- Provide support for tour members as necessary
- Ensure Dragon Bus procedures are followed at all times
- Reporting of updates and issues to Dragon Bus managers

### ***TRAINING***

Guides will be required to undergo a training program which will incorporate visiting all sites on the routes that they will work on in order to learn all the details of local information, sights, history etc. A number of guides will form the training group, which will be led by Dragon Bus staff and assisted in each location by local Chinese guides who will provide the in-depth details which guides are expected to learn thoroughly.

### ***CONTACT***

For further information, or to lodge an application, please contact:

Paul Kelly  
Managing Director  
Postal Address: GPO Box 2282, Sydney NSW 2001 AUSTRALIA  
Ph: +61. 2 82088859  
Fax: +61. 2 96608881  
Email: [pkelly@dragonbuschina.com](mailto:pkelly@dragonbuschina.com)