



EVENT MANAGER

OVERALL OBJECTIVE

Act as the primary representative to the venue and tour for Transparent Productions events. Will be responsible for ensuring a smooth event from load-in to load out on the day of the event and advancing all details prior.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **ADVANCING** – Will be the liaison between the artist or tour and the host venue to advance day-of-show logistics like stage dimensions, power, catering, dressing rooms, parking, volunteers, etc.
- **MARKETING AND TICKETING** – Event Manager will work alongside the marketing department to provide marketing resources like flyers, posters, banners, and graphics along with marketing best practices. Additionally, Event Manager will work with ticketing department to create consignment ticket plan with venue. Regular communication via email and phone will be required with each venue.
- **CONTRACTS** – Review artist and venue contracts against offers and mark-up accordingly. Will make sure that all needs of the artist are addressed and met by the promoter (TP) and venue, from tech to hospitality and transportation.
- **SETTLEMENT** – Create artist, venue, and co-pro settlements that reconcile all revenue and expenses.
- **EVENT MANAGEMENT** – Will generally be the first in and last out for events. Primary representative on site and responsible for ensuring a smooth event. Tasks will include assigning dressing rooms, oversee load in/out, managing volunteers, setting up box office, coordinating security briefing and settling sales and finances with venue, artist and internal accounting.

GENERAL SKILLS AND ABILITIES:

- Excellent written and verbal communicator
- Ability to multi-task and work under deadline
- Organized and detail-oriented
- Highly relational and not easily rattled
- Proficient with Google Apps and Microsoft Excel
- Self-starter that takes initiative and is a quick learner
- Flexible and able to change plans on the fly
- Cool under pressure with the ability to problem solve and be resourceful
- Highly motivated with the ability to work without close supervision
- Team player that likes to have fun

QUALIFICATIONS

Degree in marketing, business or communications preferred; evidence of successful written and interpersonal skills; must be highly organized and competent in detail-oriented tasks as related to event coordination. Experience in music industry or event planning is preferred. Must be able to work in a fast-paced environment managing various projects. Flexible with work schedule as the job will require frequent travel plus weekend and evening hours.

REPORT TO: Vice President / General Manager

Anticipated Start Date: January 7, 2019

40 hrs/week Full Time

Salary Range: TBD based on experience

Frequent travel required and will often work nights and weekends. Will cover around 60 events annually.

To apply please email a cover letter, Myers/Briggs profile and resume to lindsay@transparentproductions.com. If you know your top 5 StrengthsFinder strengths please include those as well.