



DIRECTOR OF EVENTS

POSITION SUMMARY

Manage the Events department, including supervising employees and creating and maintaining departmental systems and processes. Act as primary Tour Producer for tours produced by Transparent Productions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **MANAGING** – Meet weekly with Event Managers to answer questions, give direction, and evaluate performance. Determine and communicate show coverage. Reinforce company vision and values to employees to ensure accurate representation to our clients.
- **SYSTEMS** – Develop systems and forms to standardize and streamline the Event Manager's process. Create feedback survey to evaluate client satisfaction.
- **PRODUCING** - Manage all aspects of Transparent-produced tours, including but not limited to: Hiring personnel, facilitating design, building RFPs, renting equipment, leasing buses, etc.
- **SETTLEMENT** – Assist Operations department in creating artist, venue, and co-pro settlements that reconcile all revenue and expenses. Train Event Managers on settlement procedures and hold them accountable to execute properly.
- **CONTRACTS** – Review artist and venue contracts to make sure that all needs of the artist are addressed and met by the promoter (TP) and venue, from tech to hospitality and transportation.
- **EVENT MANAGEMENT** – May be asked to cover shows on occasion. Responsibilities for covering a show include but not limited to the following: 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 advancing day of show logistics, assigning dressing rooms, overseeing load in/out, managing volunteers, setting up box office, coordinating security briefing and settling finances with venue, artist and internal accounting.

QUALIFICATIONS

- 5+ years experience in music, touring, or management
- Degree in Music Business or Communications preferred or equivalent experience
- Knowledge and understanding of the Christian music industry
- Experience in event planning
- Must be able to work in a fast paced environment managing various projects and able to work under pressure with deadlines
- Flexible with work schedule as projects will require weekend and evening hours

ABOUT THE CANDIDATE

- Ability to lead with integrity and humility
- Demonstrates understanding of company vision and values
- Excellent written and verbal communicator
- Ability to multitask 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

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Report to: Vice President of Touring, Kyle Burnside

Start Date: Immediately

Salary Range: \$75,000 - \$85,000

Location: Costa Mesa, CA or Nashville, TN

Some travel will be required. Will work some nights and weekends.

Transparent Productions is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

TO APPLY:

Please send Resume, Cover Letter, Myers-Briggs profile, Enneagram and Gallup Strengths-Finder (if you've taken it) with subject line "Director of Events Application" to trisha@transparentproductions.com