



EVENT MANAGER

POSITION SUMMARY

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.
- **CONTRACTS** – Review artist and venue contracts against offers and mark-up accordingly. Arrange for deposits to be sent. 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.
- **MISCELLANEOUS** - You will also be expected to contribute in other areas of the company when needed and time permits. This could mean added responsibilities at festivals, added marketing tasks, finding venues or any other areas where help is needed.

ABOUT THE CANDIDATE

- 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

QUALIFICATIONS

- Degree in Music Business, Business, Psychology, or Communications preferred
- Good oral and written communication skills
- Highly organized and detailed-oriented
- 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 some projects will require weekend and evening hours
- Bi-lingual a plus

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: Senior Event Manager

Start Date: August 2021

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 StrengthsFinder (if you've taken it) with subject line "Event Manager Application" to
trisha@transparentproductions.com