



# BOOKING ASSISTANT

## POSITION SUMMARY

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Assist the Booking department with touring opportunities in clubs, theaters, and churches across the country, and other administrative activities for Transparent Productions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

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The essential functions include, but are not limited to the following:

- **BOOKING** – Take an administrative role in routing tours, researching venues, and building offers. Find and secure venues across the country to coincide with tour routing. Work with ticketing and marketing to set up launch plans for new events. Perform administrative tasks to organize and communicate between departments.
- **ADMINISTRATION** – Will assist in building offers, reviewing contracts, negotiating venue deals, and entering information into various internal databases.
- **EVENT MANAGEMENT** – May be asked to help as needed at events in areas such as box office, settlement, catering, volunteer coordinating, and sponsorship coordinating.

## ABOUT THE CANDIDATE

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General skills and abilities:

- Excellent written and verbal communicator
- Ability to multitask and work under deadline
- Organized and detail-oriented
- Strong time management skills
- 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
- Highly motivated with the ability to work without close supervision
- Team player that likes to have fun

## QUALIFICATIONS

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- Degree in business, psychology, or communication preferred
- Knowledge and understanding of the Christian music industry preferred
- 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 project will require weekend and evening hours
- Bi-lingual is 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.

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**Report To:** Booking Manager

**Start Date:** Immediately

**Employment Status:** Full-time

**Salary Range:** TBD, based on experience

**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 StrengthsFinder (if you've taken it) with the subject line "Booking Assistant Application" to [trisha@transparentproductions.com](mailto:trisha@transparentproductions.com)