

## ***Booking Administrator & Talent Relations Assistant***

### **Full Job Description**

#### **Company Overview**

LTB Booking and Promotions is an artist worker owned and managed producer cooperative that provides engagement booking and various services associated with the promotion of the artistry, products and services of its client owners to local, national and international venues and events.

A Subsidiary Division of Brian Hewlett LLC and headquartered in Denver with offices in Tucson, Arizona and Minneapolis, Minnesota, LTB is a member of the newly formed Festival Friends Advocacy Network of professionals dedicated to serving and supporting entertainment and festival related enterprises.

#### **Opportunity Overview**

##### **The Job**

LTB Booking & Promotions seeks a Booking Administrator to help oversee various engagement booking activities for our Talent Clientele that includes musicians, visual artists, performers, poets, workshop facilitators, merchandise makers, food vendors, venues and other entertainment and festival related enterprises.

The Administrator will also be responsible for Talent Relations or the establishing of standards and procedures to be followed when engaging with talent for various events and appearances, including internal departmental initiatives, award shows, premieres, venue shows and festivals. They work together with counterparts and associates to leverage talent participation, promote talent brands and specify project fit for clients. By anticipating talent and talent purchaser needs and fostering the best experience for both, we ensure that talent feels important and cared for and talent purchasers feel they are getting a standard of excellence that defines our talent brands.

In this LTB Booking & Promotions Internship Position, people will learn and work under a cooperative self-directed worker owned business model contributing to the generation of potential engagements, booking those engagements, and serving as liaison between the talent purchasers and the represented talent.

##### **Daily Duties**

- Heavy administrative support for the Director including answering phones, managing calendars, booking travel, and submitting expense reports.
- General administrative support includes maintaining and updating databases, resource grids and assignment charts.
- Additional responsibilities include managing events calendars, updating budget trackers, submitting invoices, processing payments, reconciling bills, and setting up independent contractors and companies as vendors.
- Additional responsibilities include managing, coding and tracking talent performance needs, company equipment and its transport status.
- Assist with the creation of comprehensive talent procedural documentation, itineraries, various best practices guide; transportation, hotel and other reservations, hair & makeup, and other details for in-person events including festivals, conventions, award shows, and premieres as well as help with maintaining RSVP and other databases and information necessary for LTB to facilitative services.

- Onsite event coverage, assisting with talent arrivals and departures, ticket distribution, etc. at premieres, award shows, festivals, conventions, etc. While virtual events and appearances remain the norm, assistants would be expected to be “onsite” and available virtually for these as well.
- Aid in the research, organization, purchasing, and delivery of talent gifts for all occasions including life moments (milestone, thank you, promotion, baby, sympathy), awards/honors and industry gifts.

### **The Essentials**

- A minimum of 1 year of work experience related to or consistent with publicity/agency/studio/network experience.
- Must be a diligent, detail-oriented worker who is efficient, a creative problem-solver, and not afraid to ask questions.
- A positive personality that appreciates a challenge and can work in a fast-paced environment.
- Must be a self-starter that enjoys working collaboratively but remotely.
- Always professional and always maintains composure, particularly in stressful situations.
- Excellent written and verbal communication skills.
- Must have access to off-site computer workstation and stable internet connection
- Ability to work some nights and weekends. Proficiency in Windows, Outlook, Word, Excel, Power Point, and Google Suite.
- Event experience is a plus.

### **But Wait, There’s More!**

#### **The Perks**

Because this is an unpaid position, there are a number of benefits made available to those that serve LTB as interns.

- Complimentary Tickets to shows, festivals and other events
- Flexible work hours
- Use of LTB’s technological resources
- Complimentary Merchandise
- Complimentary Meals at shows, festivals and other events
- Expense Reimbursement

Brian Hewlett LLC and its subsidiary divisions are equal opportunity employers. Qualified candidates will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity or expression, age, mental or physical disability, and genetic information, marital status, citizenship status, military status, protected veteran status or any other category protected by law.