

Job Description:

Within the spirit of "Making People's Dreams Come True", this position is responsible for contracting all performing acts at The Sharon Performing Arts Center. Booking Manager will scout and secure a full season of touring performances. This includes lobby entertainment, promoter's rentals, and event rentals. Booking Manager will legally obtain the tours, contract the acts, and oversee the execution of each contract. These duties are accomplished while delivering Raving Fans customer service to both internal and external customers.

Responsibilities:

Duties and responsibilities for this position include the following;

Contract all mainstage touring events and lobby events.

Adhere to the budget set by the Operations Manager while representing/hosting all forms of art as appointed by the Artistic Director.

Correspond and build relationships with all booking agents for touring performances.

Contract all rentals through Internal Departments, external parties, and promoters. Must build and maintain relationships with promoters.

Facilitate announcing all events at the venue. Communicate with IT, Marketing, & Box Office for an event to go live.

Schedule, prepare for, and attend quarterly booking conferences (APAP, Summit, & FPPC Spring).

Be an active member of Florida's Professional Presenter's Consortium.

Communicate with Sharon staff in person & through QuickBase for upcoming events.

Maintain QuickBase venue calendar & all tabs related to a projects and performance event.

Maintain holds on a shared calendar for promoters to communicate.

Execute all legal performing contracts with touring agencies in a timely and proficient manner in accordance with Villages legal requirements. Set and execute all show ticket's prices according to the annual budget.

Proof all marketing materials: advertisements, programs, radio ads, and flyers.

Annually prepare a Season Brainstorm of show selections to present to Artistic Director to co-curate Sharon's next season.

Assist Production Coordinator with tour advances in the Hospitality department.

Communicate with the department's technical staff to collect their notes for each tech rider before implementing them in the contract.

Submit payment requests in a timely manner for artist payment.

Work very closely with Villages Marketing, Box Office, and IT. Maintain respectful communication and grow the relationships between internal departments.

Check events in Tessitura each Monday before they go on sale that Wednesday.

Confirm date/time/map/prices

Work closely with Villages Legal & Insurance departments for questions regarding contracts.

Work closely with Villages Media/The Daily Sun along with Marketing Coordinator.

Work along side Marketing Coordinator by delivering them all promotional assets for each tour.

Supervisory Responsibilities:

Work in collaboration with Marketing Coordinator by reviewing all marketing for each performance at The Sharon.

Collaborate with Sharon Front of House Staff and Production Coordinator team.

Collaborate with The Villages Marketing Department, The Villages IT department, The Villages Entertainment Box Office.

Educational/Experience Requirements:

Preferred bachelor's degree

Preferred 3-5 years of professional theatre arts administration experience, preferred.

Have a strong commitment to work with teams with diverse identities.

Excellent verbal and written communication skills

Organized with attention to detail

Excellent financial, administrative, and organizational skills

Excellent interpersonal skills and ability to work well with a team

Ability to work nights and weekends

Ability to multi-task under time constraints

Ability to operate in a flexible manner and adapt to changing circumstances

Able to create and maintain budgets

Ability to work collaboratively and collegially

Preferred Software knowledge: Quickbase, Tessitura, Word, Excel, Google Drive/Sheets, MS Teams, Outlook, Dropbox

Professional correspondence and writing skills

Ability to work independently

Ability to meet deadlines and manage multiple, concurrent projects

Ability to have oversight and interdepartmental coordination and participation as needed

Prompt and regular attendance is a requirement of this position.

Typical Physical/Mental/Environmental Demands

40 hours or more per week. Availability for hours after 5pm.

Expected to be available to work nights and weekends.

A broad range of physical movement including prolonged sitting, standing, reaching, twisting and turning, kneeling, bending, squatting, and stooping in the

performance of daily activities

Grasping and gripping, repetitive hand movement and typing

Near and far vision in reading, operating equipment, and viewing productions

The need to be able to lift, drag, and/or push materials weighing up to 25 pounds using appropriate tools.

While performing the duties of this job, the employee is occasionally exposed to a modest level of noise in the work environment. There are instances when the employee experiences wet or humid conditions, experiences fumes –mists-gases and chemical hazards. The employee will be exposed to theatrical haze, fog, and strobe effects.

Benefits for Full-Time Eligible positions:

Medical, Dental, and Vision Insurance | Basic Life & AD&D | Voluntary Life

Insurance | HSA/FSA & 401k | PTO & Paid Holiday | The Villages® Charter School eligibility | and much more!