



International Booking Associate

Company Overview: International Music Network is a boutique agency with a 35-year history of industry leadership. Our fast-paced environment offers specialized booking, artist management and marketing services for more than fifty world renowned artists as; Dianne Reeves, Caetano Veloso, Brad Mehldau, John Scofield, Youssou Ndour and many fast-rising stars of progressive music in the jazz, world, and roots idioms. We value a collaborative work style in pursuit of a progressive, socially responsible, business model.

www.imnworld.com

Position Summary: IMN is seeking a globally experienced, resourceful, highly organized Associate to support our international department in soliciting engagements, negotiating deals, tour planning, and administrative coordination in servicing confirmed events. As a member of the international booking team you have high level interface with our management and marketing team while building stronger relationships with all clients to the success of the organization.

Summary of Key Responsibilities:

- Assist agents in building and maintaining strong relationships with top level promoters soliciting booking opportunities, negotiating deals, and managing the activities in the full sales cycle. You are a team player working to increase booking opportunities and make significant contributions in a busy office, ensuring that client needs are exceeded and business targets are met.
- Manage high volume of sales calls, transactions and emails. You will report to our senior international agent and have a close working relationship with artists' managers, company marketing and administrative staff, as well as the company Director.
- Facilitate data base management for contacts, schedules, and communications between various team members of Artists' tours as needed.
- Self-starter in the preparation of solicitation materials and correspondence, and distribution of those materials.
- Involvement in aspects of the contract administration process through a web-based database including issue, tracking, receivables from promoters/presenters, accuracy, review, posting of tour dates and reporting.
- Knowledge of the process of local tax compliance and visa/immigration requirements.
- Long hours are routine and employee is occasionally required to travel off-site for business meetings/conferences, as needed.

General Qualifications:

- The successful candidate will have a minimum of three years of music agency, venue, management, or other successful entertainment industry experience.
- Significant exposure to international culture, either professionally or through extensive life experience, with foreign languages and experience in international performing arts markets a plus.
- Highly self-motivated: must take initiative, ownership of responsibility, and be a creative problem solver.
- Strong attention to detail is essential in order to manage multiple tasks in a fast-paced, high-pressure environment.
- Positive attitude toward flexibility and an ability to navigate ambiguity are both essential.
- Excellent organizational and time management skills
- Super inter-personal and communication skills (written and verbal) with an engaging phone manner.
- Grace under fire; with the ability to diffuse and mediate when necessary
- Bring your passion for and knowledge of music and join our team of hard core music fans

Technology Skills Required:

- Proficiency with MS Office and Adobe skills including Outlook, Word, Excel, and Acrobat.
- Strong Internet researching skills.
- Database & Calendar/Scheduling program knowledge is a plus.
- Must possess the capacity and willingness to learn new information systems.

Compensation

Compensation is competitive and commensurate with qualifications and experience. This is a fulltime position with full benefits. The review of prospective candidates will commence immediately until the position is filled. IMN is an equal opportunity employer.

Application

Please send cover letter along with a resume to employment@imnworld.com
NO PHONE CALLS PLEASE