

Tuesday, April 16, 2019

## Administrative Assistant - Booking Department

Company: Columbia Artists  
Location: New York, NY  
Compensation: 40,000

► [Share](#) | [Print](#) | [Download](#)



Columbia Artists seeks career-minded individuals, with a passion for the performing arts, to fill an Administrative Assistant position in our Booking Office. The Administrative Assistant will participate in an agent-training program with eligibility for promotion to Agent upon completion of program.

Prior administrative experience is essential, as well as a Bachelor's and/or Master's Degree relating to the field. An acute attention to detail, impeccable organizational skills and the ability to manage multiple projects at a time is critical.

The ideal candidate should have previous or current participation in a choir or musical band/orchestra, or show a demonstrated interest in classical music. Prior experience in performing arts/theatrical booking & presentation, management and/or production would also serve this individual well.

Responsibilities for the position include the activities associated with the securing of engagements for an active roster of artists/attractions.

Duties include, but are not limited to:

- \*Significant Client Interaction
- \*Coordinate Business Travel and Itinerary Arrangements
- \*Assist the Booking Representatives with Promotional Mailings and Correspondence
- \*Administrative support to Booking Representatives

Qualified candidates should email resume and cover letter to: [recruit@columbia-artists.com](mailto:recruit@columbia-artists.com) with the Subject line: YOUR NAME – Administrative Assistant. Applications without a cover letter will not be considered.

Salary commensurate with experience along with excellent benefits package including employer-contributed health and dental coverage, paid time off, life insurance, employer-contributed 401(K) plan.

\*\*Applicants must be authorized to work in USA and live in Tri-State area.

Columbia Artists is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the arts are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

### About:

Creativity, innovation, integrity, and a passion for excellence have been driving our success since the Columbia Artists was founded in 1930. Dedication to these founding principles has burnished the reputation of Columbia Artists as the worldwide trusted industry leader in the performing arts. Our managers, producers, and agents serve an unsurpassed roster of top instrumentalists, conductors, opera singers and other vocalists, orchestras, theatrical and musical attractions, and dance ensembles of all kinds. In close collaboration with our clientele, Columbia Artists shapes individual careers and develops national and international touring and performance strategies.

Columbia Artists  
1790 Broadway 16th Floor  
New York, NY, 10019  
212-841-9500  
<http://www.columbia-artists.com/>

For more information:  
Stephanie Langlois  
[recruit@columbia-artists.com](mailto:recruit@columbia-artists.com)  
2128419500

[< back](#)

[previous listing](#) • [next listing](#)