

Tuesday, April 16, 2019

Theatricals Booking Agent

Company: Columbia Artists
Location: New York, NY

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Columbia Artists Theatricals is seeking experienced candidates for the position of Booking Agent to identify, negotiate and contract engagements for its roster of touring productions and artists in theatres, performing arts centers, arenas, concert halls, cabarets, fairs and festivals throughout North America.

Responsibilities include the securing of engagements by identifying prospective markets and presenters, representing a diverse roster of theatrical productions and artists negotiating engagement dates, fees and related details. Communication and acute attention to detail and the ability to prioritize are essential. The ability to effectively organize and communicate complete, accurate and timely information throughout the booking process is critical. Candidates must thrive in a fast-paced commercial environment, be assertive in their dealings and show initiative, professionalism and care in their work.

Focus, follow up and the timely execution of the artists' and attractions' individualized booking plan is at the heart of this position. Success will be defined through this individual's ability to establish productive working relationships with presenting organizations and their list of clients.

Candidates must have a broad spectrum of knowledge, appreciation for the performing arts and especially commercial theatre. Additionally, candidates must have the ability to engage in conversation and relay interest, passion and excitement when securing engagements for the roster of artists. This individual must be an instinctive networker and strong negotiator with the ability to connect with the leaders of our field. Prior experience in booking/sales, performing arts/theatrical presentation, marketing, management and/or production, as well as a Bachelor's and/or Master's Degree relating to the field would serve this individual well.

Qualified candidates should email resume and cover letter to: recruit@columbia-artists.com with the Subject line: YOUR NAME – Theatricals Booking Agent. 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
q
New York, NY, 10019
2128419767
<http://www.columbia-artists.com/>

For more information:
Stephanie Langlois
recruit@columbia-artists.com
2128419500

