



Job description: Artist Booker and Events Co-Ordinator

Reporting to: Jess Hughes (Tour Operations Manager) and Alex Fane (Managing Director)

Main Duties and Responsibilities:

- To build the corporate bookings side of the business
- To work across all our existing public figures and presenters' tours
- To develop new relationships with potential touring and corporate clients

Touring Productions and Corporate Bookings

1.1 Client Care, duties include:

- developing new relationships with relevant clients, agents, theatres and festivals;
- maintaining and further developing relationships with artists, also venue representatives;
- liaising with the artists' teams/representatives, e.g. their agents, managers, PAs etc;
- regular attendance of opening nights and touring shows;
- attending both in-house and external meetings related to tours; and,
- actively seeking to develop touring systems to enhance experience in house and for both artists and venues.

1.2 Financial matters, duties include:

- budget maintenance - updating the P&L;
- providing regular sales figure updates to the Fane Productions team; and,
- contacting venues for final breakdown of ticket sales figures.

1.3 PR and Marketing - duties include:

- maintaining and further developing relationships with PR company and design retainer;
- managing all communications with the PR company regarding press releases and timelines of tours;
- liaising with the tour venues regarding PR and providing feedback/communication to Fane Productions' PR company;
- co-ordinating liaising with Fane Productions' designer/printer regarding print material and artwork;
- taking an active role in discussing/implementing alternative marketing options;
- helping to develop the booking strategy; and,
- Coordinating spending, maintaining budget spreadsheets and providing reports as required;

1.4 Technical matters regarding individual shows - duties include:

- sole responsibility for liaison and discussion with the artists and/or their representative regarding all technical specifications for their shows;
- sole responsibility for hiring technical equipment as dictated by the artists' individual technical specs; and,
- sole responsibility for arranging riders for artists as appropriate.

1.5 Logistics regarding all tours, duties include:

- acting as *Point Person* regarding all travel and accommodation for tour artists;
- organising all travel and accommodation as required for touring artists, communicating with each artist and/or their representative regarding same;
- drawing up full tour itineraries, communicating these to each tour artist and/or their representative, maintaining an in-house log of tour itineraries;
- acting as *Point Person* for the tour team and manager, being available to answer queries as required; and,
- maintaining a show diary and calendar across all current and forthcoming touring shows.

1.6 Contracts, duties include:

- monitoring contracts, ensuring terms and adhered to; and,
- maintaining filing system of past and current contracts regarding tour artists.

1.7 Creativity

- to lead and actively contribute to the company's innovation and creativity meetings, to regularly explore and formulate new business ideas.