



<b>Job Title</b>	Senior Booking and Artist Manager	<b>Department</b>	Artistic Planning and Operations
<b>Status</b>	Exempt, Full-time	<b>Reports to</b>	Director of Artistic Planning (DAP)

**General Description**

The senior booking and artist manager is responsible for leading the booking functions of the Cliburn for artists and other touring projects, and managing the careers of a portfolio of artists,

**Responsibilities****1. Booking**

Develop, supervise, and implement comprehensive booking strategy for entire Cliburn artist roster and other touring projects.

- Lead collaborative process to set season goals for number and quality of engagements, total revenue, and asking fees, and develop pitches for each artist;
- Develop sales and communications strategy, timelines, and systems, working across departments to implement;
- Develop and implement relationships strategy with all presenting institutions:
  - a. Coordinate booking territories
  - b. Develop and maintain good working relationships with assigned presenting institutions;
- Provide mentorship on sales pitches and negotiations, and review progress with other team members;
- Have comprehensive knowledge of and represent all artists on the roster; and
- Negotiate all aspects of potential bookings to create mutually successful engagements.

**2. Artist Management**

Manage the careers of a portfolio of artists.

- Work closely with artists to develop long- and short-term objectives, projects, and career goals;
- Devise strategy for each individual artist, and work collaboratively both internally and with external partners to advance it;
- Consult with artists regularly regarding the progression of their careers, and the day to day business of managing their professional activities;
- Oversee professional calendar, engagement and tour logistics, visa petitions, press kits, and other logistics, with support from assistant artist manager; and
- Seek and recommend new artist signings.

**3. Operations and Administrative**

- Assist the DAP in local programming, events, and other projects that will support the artist management program;
- Draft and proof written artistic content as directed;
- Manage related parts of the budget; and
- Enthusiastic commitment and willingness to participate above and beyond enumerated job responsibilities alongside all staff working to achieve the Cliburn's mission.

**Education, Experience, and Attributes**

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| <ul style="list-style-type: none"> <li>• Bachelor's degree required</li> <li>• Knowledge of classical music and the performing arts industry required</li> <li>• Minimum 5 years of relevant management experience</li> <li>• Proficiency in Microsoft Office Suite required</li> <li>• Ability to travel (20-25%) and attend concerts and events.</li> </ul> | <ul style="list-style-type: none"> <li>• Strong work ethic; high level of personal and professional integrity; trustworthiness and ability to maintain confidentiality</li> <li>• Excellent interpersonal and communications skills, patience, and empathy to work with multiple personalities in stressful situations</li> <li>• Ability to balance teamwork and independent work</li> <li>• Strong organizational and time management skills, and ability to prioritize conflicting demands and multiple projects</li> <li>• Ability to make informed decisions, problem solve, and adapt to changes quickly and with grace</li> </ul> |
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\*\*\* Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn's Mission \*\*\*