

ENTERTAINMENT CURATOR POSITION

Established music and entertainment company seeks dynamic individual for position of **Entertainment Curator**. The individual will interface daily with current company president, booking agents, musicians, bands, entertainers, and clients assisting with daily operations. The individual will be responsible for:

- 1 Interfacing with current and new clients, current and new performers, creating quotations, creating contracts and invoices for engagements
- 2 Brainstorm creative entertainment ideas for clients
- 3 Be on-call during events to receive phone calls and last minute questions/concerns from clients and artists
- 4 Monitor and follow up with payments
- 5 Attend site meetings and networking events
- 6 Follow up with clients and artists following events to discuss performances
- 7 Organizing and managing events on behalf of clients and performers
- 8 Answering phones and emails, and other administrative duties
- 9 General accounting duties in Quickbooks Online
- 10 Manage client budget expectations
- 11 Maintain company data in Google Drive
- 12 Scouting new talent and making roster recommendations
- 13 Other duties and responsibilities may be added depending on interest, skills and necessity

Applicant must:

- 1 Possess excellent computer skills and be completely proficient in Microsoft Office Programs (Word, Excel, and Google Workplace Platforms). Knowledge of QuickBooks Online a definite asset
- 2 Possess excellent writing, organizational and communication skills
- 3 Knowledge of music industry an asset
- 4 Knowledge of event industry an asset
- 5 Have a friendly phone demeanor and be customer-focused.
- 6 Work Monday to Friday, 9:00am – 5:00pm; out-of-office hours may include liaising with clients, scouting talent, working company events, etc. Some evenings and weekends may be required depending on workload and client events. Some travel may also be required.
- 7 Have own transportation
- 8 Time management
- 9 Must be able to work independently

This is a full time position starting immediately.

Send resume and cover letter to pat@pmgigs.com. We will only contact qualified applicants for an interview.

Due to the nature of our business we are not able to accept phone call inquiries.