



Job Title: Booking Manager

Position Summary

The Booking Manager is responsible for driving the success of live events by securing talent, executing targeted marketing campaigns, and overseeing accurate show settlements. This role blends creative promotion with booking strategy and financial oversight, helping the venue build a strong calendar, grow audiences, and maximize revenue.

Key Responsibilities

Booking & Talent Coordination

- Assist in sourcing and booking artists that align with the venue's brand, capacity, and audience
- Manage the event calendar, holds, and confirmations in coordination with agents and promoters
- Maintain relationships with agents, managers, and promoters to build a consistent pipeline of talent
- Track ticket sales trends to inform future booking decisions

Marketing & Promotions

- Develop and execute marketing campaigns for upcoming shows across digital, social media, email, and local channels
- Create and manage show announcements, on-sale strategies, and promotional timelines
- Coordinate assets (artwork, press photos, videos) for each event
- Oversee content creation and posting across venue platforms
- Collaborate with artists and their teams on cross-promotion efforts
- Monitor campaign performance and adjust strategies to increase ticket sales and engagement

Event Settlements & Financial Oversight

- Prepare, review, and finalize show settlements, including ticket revenue, expenses, and artist payouts
- Work closely with box office and finance teams to reconcile event finances
- Maintain detailed records of settlements, contracts, and financial reports

Qualifications

- 2+ years of experience in live music, event booking, venue operations, or entertainment marketing
- Strong understanding of the live music industry, including touring, ticketing, and promotion
- Excellent organizational and multitasking skills in a fast-paced environment
- Strong communication and negotiation abilities
- Familiarity with ticketing platforms, settlement processes, and marketing analytics tools
- Ability to work nights and weekends based on event schedules

Preferred Skills

- Existing relationships with agents, promoters, or artists
- Experience with Momentus and email marketing platforms
- Basic knowledge of contracts and deal structures
- Basic knowledge and experience with Excel
- Passion for live music and knowledge of current trends and emerging artists