

Join the team at JSW Media Group and grow with us in a fun and fast-paced environment where we encourage an entrepreneurial spirit and reward innovative and creative thinking. To learn more about what we do, visit www.jswmediagroup.com/blog.

We are currently looking for a **Booking Manager** specifically for our Music and Fashion Divisions and the newly formed Speakers Bureau. This individual must be a highly motivated person with superb communication skills with impeccable contacts in the entertainment, music and fashion industries. This individual must have a strong working knowledge of booking procedures with promoters and venues.

The **Booking Manager** will work closely with the SVP and CEO, and will receive support from the Marketing and Public Relations departments. The **Booking Manager** reports directly to the SVP.

This is a commission-only position at this time. You will be working primarily in a virtual office environment.

Responsibilities:

- Booking JSW Clients for paid gigs and speaking engagements. Also responsible for booking music and book tours.
- Negotiating payments with venues
- Securing slots for bands and artists and helping bands to promote gigs.
- Works in conjunction with PR Coordinator to book and organize online, radio and print press appearances and interviews.
- Attending and participating in networking events
- Providing weekly reports on activities, projections and performance.
- Providing input for marketing materials and literature
- Develop a strong contact list of prospective venues, organizations and other events to target.
- Working closely senior management in providing sales strategies.
- Scouting for new talent and possible business development.
- Must be comfortable cold calling and developing relationships.

Requirements:

- Need 2-5 years of displayed outside sales success
- Strong analytical skills for applying metrics and measurements.
- A bachelors degree is preferred
- Proven Track record in booking paid gigs on a local, regional and national level.
- Demonstrated sales experience a plus
- Excellent oral and written communication skills – able to effectively present ideas and information in a professional business environment at a senior level
- Outstanding time management and organizational skills
- Computer literacy and strong analytical skills
- Strong desire to excel in a competitive environment
- Works with high degree of intensity and follow through
- Must be strong team player and possess a great attitude

All applicants must possess creativity and flair. Those who have an interest in the fashion, music and entertainment industries are encouraged to apply. If you are a highly driven and self-motivated individual, JSW Media Group will afford you an exciting career opportunity. We offer a fast-paced and dynamic work environment, with a focus on exceeding both individual and team expectations. We encourage you to take risks and develop creative, outside-the-box solutions to impact the value of the products and services you will offer our clients. You'll be encouraged to maintain your individual style while adopting a consultative partnership approach. If you are enthusiastic, highly motivated and looking for a great career opportunity, we encourage you to apply today! To apply, send a letter of inquiry and resume to info@jswmediagroup.com.