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# Example of Talent Buyer Job Description

Our innovative and growing company is looking for a talent buyer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for talent buyer

* Book stand up comedy tours and one-off shows, including routing, offer creating, negotiating, and all coordination
* Produce stand up tours and shows both on site and remotely, including advancing, running a show, and settlement
* Oversee the ticketing, marketing, and production of stand up comedy tours and shows
* Monthly calendar – production and distributions
* Establish, Build and Maintain positive relations with Managers, Agents and Industry people
* Research & Book regional and local Latin Artists to develop standalone nights
* Negotiate contractual agreements and deal structures with Artists representatives
* Develop & Implement creative marketing/promotional plans with outside agents and managers
* Creating, organizing and maintaining show budgets and ad grids, in addition to invoicing and settling the advertising on each show
* Execute radio and tv buys/print buys/show papering

## Qualifications for talent buyer

* Must be fluent in MS Office Suite (Including but not limited to Excel, Word, Outlook, etc)
* Settlement/Financial knowledge
* Responsible for all aspects of booking Comedy Shows
* Strong passion for live comedy
* Cultivate key professional relationships with agents, managers, public relations agencies and comedians
* Ensure the handling all publicity requests including distributing press releases, solicited stories for upcoming events, day of show photo/media requests