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# Example of Talent Job Description

Our company is growing rapidly and is looking for a talent. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for talent

* Affinity lists, lists of publications to advertise on, and lists of locations to flyer based on the target audience
* Identifying target demographics for individual shows to reach a directed audience(s)
* Distributing show flyers and posters in appropriate retailers per audience demographics
* Ticket counts for upcoming shows, tour histories, finance flashes, stats on developing artists, contact logs
* Develop an understanding for the relationship between Local and Tour booking, routing, venue holds, ticket scaling, and various deal types
* Manage venue calendars and track artist holds
* Update ticket counts for multiple, regional venues
* Liaise with multiple 3rd party venue promoters
* Coordinates and participates in community job fairs and information sessions as needed
* Conducts group interview sessions and presentations, initial phone screening sessions

## Qualifications for talent

* 1+ years working as assistant in Entertainment Industry preferred
* Thorough understanding of PPMmethodology
* Proficient in Audio Vault,VoxPro, Adobe Audition and WordPress platforms
* Excellent social media andonline web blogging preferred
* Be familiar with and understandall FCC rules and regulations
* Show Promotion & Marketing