



Example of Entertainment Manager Job Description

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Our growing company is looking to fill the role of entertainment manager. 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 entertainment manager

- Manage and direct as needed, the designated project
- Assist with the management of partner agencies in relation to entertainment and PR
- Support the daily operations of the LA office
- Regular communication of entertainment placement results and wrap up reports to the PNA Marketing Team and other departments
- Assist in the deliverables between finance and corporate teams to provide accurate, timely, quality results to management
- Support all monthly close and reforecasting processes
- Assist in the preparation and review of reserve schedules
- Support Vice President, Finance & Finance Director in preparing PowerPoint presentations to Senior Management
- Reconcile actual expense vs
- Review & Approve accounts payable transactions and ensure proper submission to Corporate AP departments

Qualifications for entertainment manager

- Individual must be a good communicator & team player
- Collaborate with programming, digital, sales and marketing to identify and build impactful opportunities that deliver on account objectives across multiple platforms

events, social and other emerging and interactive platforms

- Bring creativity, ideation, and innovation to proposal development driving unique consumer engagement strategies
- Participate in brainstorming sessions and new business pitches to develop customized, high-impact, organic sponsorship opportunities that align with clients' brand objectives
- Demonstrate category expertise and knowledge of the competitive landscape for client