



Job Description

Job title: Promoter and Booker

Department: Music

Location: Elected to work from home. Will work from VMS Head Office at least twice a week. Assist at other VMS venues and events as required.

Hours of work: Normally 10am to 6pm. However, due to the nature of the industry, evening, weekend and other out of hours work will be required.

Line management responsibilities: None.

Reports to: Head of VMS Music

Principal purpose of role	To book talent/artists into the VMS estate and external venues and to contribute to the effective running of the business.
Area of responsibility/tasks	<ul style="list-style-type: none"> • Deal day to day with agents/suppliers and venues; • Identify suitable audiences and new talent; • Negotiate and contract suitable deals/contracts with agents & management; • Manage advertising and marketing budgets for all live shows booked by you; • Maintain existing client relationships and develop new ones; • Liaise with VMS estate venues to prioritise artists; • Regular coordination with Advancing Coordinator to ensure all shows are suitably advanced; • Daily coordination with ticketing; • Daily coordination with marketing; • Represent the company in a client facing way.
Health and safety	<ul style="list-style-type: none"> • To work to safe working practices. • To understand the procedures in place for emergency situations and first aid procedures and your role in this. • To be vigilant for any hazards and report them. • To attend any necessary training courses.
Vision and values	<ul style="list-style-type: none"> • Understand and demonstrate the behaviours that underpin our values; • Ensure that you understand your role in achieving our vision and objectives.
Other	<ul style="list-style-type: none"> • To always look for, develop and implement improvements; • Develop a rapport with all employees across the VMS portfolio of businesses to build team spirit and a positive company culture in line with the company vision and values; • Represent the company as required at industry functions and events ensuring that topics and agendas are reported; • Be an advocate for the venue and VMS Live! • Any other tasks which are reasonably requested, for the better performance of your duties or for the achievement of our vision.