



JOB DESCRIPTION

Tour and Gig Producer

WHAT IS THE ROLE?

This is a newly created role and offers an opportunity for a talented producer to lead a busy and growing department.

You will be responsible for booking and delivering all our UK tours across every aspect of the production. These will range from small arts centres to arenas and everything else in-between.

You will reactively and proactively handle all gigs for our managed clients. This could be anything from national and international festivals to private functions to cruise ships.

WHO ARE WE?

ebp has produced over 50 live tours in its first 5 years with our own clients and on behalf of major management companies. Our productions vary across many genres. You could find yourself opening a one man show about cycling one day and in an arena with a big band the next.

We work with artists who inspire and interest us and as our interests and tastes are varied then so are our shows and our boutique talent management rostra.

ebp was founded by Emma in 2013 and is now run by Emma and her brother Ralph. We are small but extremely committed team with a big output and bundles of energy.

WHO ARE YOU?

This role is varied, busy, exciting and challenging. You need to be ready for this from day one.

As a team we are always prepared to muck in at every level and we would expect you to do the same.

Multi-tasking should be second nature to you.

You will be a senior representative of ebp to all relevant parties and stakeholders. We want you to bring your own panache to the team but to always maintain our standards, style and attention to detail.

You will have worked with major artists and their management.

You will be an experienced booker and producer. This doesn't have to be in similar genres to the type of shows we produce but you must have a solid understanding of all aspects of live bookings and productions.

You will want to make this role your own. You will want to grow and develop within the role with our artists, their teams and most importantly at ebp.



THE DETAIL

Key Tasks include but are not limited to:

- Preparing and managing budgets
- Booking and negotiating tour dates
- Issuing contracts and riders for all tour dates and gigs to the venues and artists
- Liaising with the artists and producer on realising all production elements and requirements for the tour and/or gig
- Liaising with venues, tour managers and artists prior to the show to ensure they have all the necessary information for the gig
- Key day-to-day contact for the venues and artists
- Collation and monitoring of weekly sales figures
- Driving the marketing and publicity campaign for each tour; liaising with the Producer, the publicity team and venues to promote each gig to achieve maximum sales.
- Coordinating marketing for gigs
- Ensuring artists websites are updated and update directly where required
- Coordinating press for gigs with the publicist and the artists
- Invoicing, settling and accounting for all tour dates
- Preparation of tour production accounts
- Maintaining all internal tour databases and systems
- Attend touring productions as required
- To represent ebp with artistes and clients

Requirements

Applicants need to possess and demonstrate the following:

- At least two years' experience in a similar role
- Proven ability of tour booking, contract negotiation and artists management
- Strong negotiation skills
- Strong organisation and administration skills
- Excellent attention to detail
- Excellent communication and presentation skills
- Ability to multi-task in a busy working environment
- Ability to quickly build positive working relationships with venues and artists
- Highly skilled in Microsoft Office, particularly Microsoft Excel
- Ability to work independently and with initiative
- Diplomacy, discretion and professionalism at all time
- Motivated and Enthusiastic



Terms and Conditions

Start Date: Immediately

Salary: £25,000 to £30,000 (dependent on experience)

Term: Full time

Holiday: The basic annual holiday entitlement with pay is 20 days per year. In addition, authorised public holidays.

Hours: Normal offices hours are between 10am and 6pm, Monday to Friday, with one hour for lunch. The nature of the job and the company's work will require the post holder to work in excess of these hours on occasion and expect some evening and weekend work for which no overtime is payable.

Probation: Six months from the first of day of appointment.

Notice Period: One month during probation. Three months on completion of probation.

To apply: please send CV and covering letter detailing why you think you are the best person for this job and provide detailed examples of similar roles and responsibilities that make you our best choice.

Deadline: 12pm on Friday 05 October

Email: info@ebpuk.com