



## **Agent and Operations Intern – Dallas/Fort Worth/Denton, TX**

Title: Agent and Operations Intern – Dallas/Fort Worth/Denton, TX

Location: Dallas/Fort Worth/Denton, TX

Reports to: President, COO, and Texas Agent

Hours per week: 10 – 15 hours

Company Information: [www.turnipbloodent.com](http://www.turnipbloodent.com)

### **Position Overview:**

Turnipblood Entertainment is seeking an Agent and Operations Intern in the Dallas/Forth Worth/Denton area. This intern will serve as the brand ambassador for Turnipblood Entertainment in Texas as well as run point on the day-to-day tasks needed for operations, events, and future business development in Texas.

Responsibilities to include, but not limited to:

- Researching and updating our CRM (SalesforceIQ) with new business leads (Greek life, campus, weddings, corporate, etc.)
- Creating the following spreadsheets and reports, as requested: Social Chair Contact Information, Campus Organizations Contact Information, Venue Contact Information, Band Contact Information, Active Opportunities, Revenue for Fall 2017
- Collecting contracts, deposits, and event payments from social chairs
- Making bank deposits
- Requesting, collecting, and processing post-event testimonials from our clients to used for Facebook Reviews, socials, and on our website
- Researching both up-and-coming and established artists/bands in and around the Texas market that Turnipblood could consider booking for future shows
- Creating band one sheets
- Creating band riders – technical and hospitality

Day-of-Show responsibilities to include, but not limited to:

- Assisting the lead Agent for the show with whatever help they need
- Running errands to purchase supplies needed for upcoming shows (hospitality, extra equipment, etc.)
- Meeting the production company at load-in time to assist with whatever needs they have
- Setting up the hospitality area for the artist (if not handled by the venue)
- Meeting the artist for sound check to ensure that they have everything that they need
- Introducing yourself to the venue owner, bar tenders, security, etc. to promote the Turnipblood Entertainment brand
- Taking pictures, videos, and Snapchats of the event

### **Requirements:**

- A flexible schedule that will allow for 10 -15 hours of work a week
- Exceptional interpersonal skills to serve as an Ambassador for Turnipblood Entertainment at all events and in meetings
- Advanced communication skills, both verbal and written
- Excellent organizational skills and the ability to work independently with remote supervision
- Proficient use of the Microsoft Office Suite (Word, Excel, Powerpoint)
- Proficient use of all social media platforms (Facebook, Twitter, Instagram, Snapchat)
- Ability to learn and use SalesforceIQ (Customer Relationship Management software)
- Professional tact and the ability to practice confidentiality
- General knowledge of talent buying, booking, production, and events

### **Want to intern with us? Awesome! See instructions below:**

Please send your resume, in PDF format, with the subject line being "First Name Last Name – Fall 2017 Internship – Dallas/Fort Worth/Denton" to Rachel Knight ([rachel@turnipbloodent.com](mailto:rachel@turnipbloodent.com)).

Questions?: email Rachel Knight at [rachel@turnipbloodent.com](mailto:rachel@turnipbloodent.com)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.