



Agent and Operations Intern – Athens, GA

Title: Agent and Operations Intern – Athens, GA

Location: Athens, GA

Reports to: Nashville office (President and COO)

Hours per week: 10 – 15 hours

Company Information: www.turnipbloodent.com

Position Overview:

Turnipblood Entertainment is seeking an Agent and Operations Intern in Athens, GA. This intern will serve as the brand ambassador for Turnipblood Entertainment in Athens as well as run point on the day-to-day tasks needed for operations, events, and future business development in Athens.

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 (University of Georgia), 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 Athens 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 – Athens, GA" to Rachel Knight (rachel@turnipbloodent.com).

Questions?: email Rachel Knight at 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.