



Agent and Operations Intern

Title: Agent and Operations Intern
Location: Nashville, TN
Reports to: President and COO
Hours per week: 10 hours (willing to discuss)
Company Information: www.turnipbloodent.com

Position Overview:

Turnipblood Entertainment is seeking an Agent and Operations Intern for our Nashville, TN office. This intern will serve as the brand ambassador for Turnipblood Entertainment in Nashville as well as assist with day-to-day tasks needed for operations, events, marketing, and future business development in Nashville.

A little about us: We work out of a historic home in East Nashville, right in the heart of 5 Points. We are within walking distance to Bongo Java East, Calypso Café, and Five Points Pizza. Our President and COO are based in Nashville, but the rest of our team spans the Southeast and Texas. We live off of coffee and daily music jam sessions. We are a growing company passionate about creating unforgettable live event experiences for our clients. With our job, we get to be a part of life memories for people (weddings, cutting-edge college parties, corporate events). We work with artists, bands, and production companies across the country and we love that no two days at Turnipblood are ever the same. Oh, and our team is second to none. We think that is all pretty rad.

*This internship is for class credit only

In-office responsibilities to include, but not limited to:

- Working 10 hours a week in our Nashville office on assignments provided by the President and COO (unless we have an event during the week and your hours will be divided up between the office and the event)
- Researching and updating our CRM (SalesforceIQ) with new business leads (Greek life, campus, weddings, corporate, etc.)
- Updating SalesforceIQ with call/meeting notes

- Assisting the Contracts Coordinator with collecting and tracking contracts, deposits, and event payments
- Making bank deposits
- Updating the calendar (University schedules, wedding conventions, updated show information)
- Requesting, collecting, and processing post-event testimonials from our clients
- Researching both up-and-coming and established artists/bands that Turnipblood could consider booking for future shows
- Assisting with online marketing endeavors (social media, analytics, website updates)
- Assisting with setting up the office for client meetings

Day-of-Event 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 the event (hospitality, extra equipment, etc.)
- 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
- Taking pictures, videos, Instagram Stories, and Snapchat stories of the event

Requirements:

- A want to work in the music industry in some capacity post graduation
- A flexible schedule that will allow for 10 hours of work a week
- Exceptional interpersonal skills
- Advanced communication skills, both verbal and written
- Excellent organizational skills and the ability to work independently and with a team
- Proficient use of the Microsoft Office Suite (Word, Excel, Powerpoint)
- Proficient use of all social media platforms (Facebook, Twitter, Instagram, Snapchat, YouTube)
- Ability to learn and use SalesforceIQ (Customer Relationship Management software) and Slack (internal messaging app)
- Professional tact and the ability to practice confidentiality
- General knowledge of talent buying, booking, production, and events

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.