

Monday, October 27, 2014

Hello and thank you for inquiring about the job description. I am currently a freelanced vocal performer/entertainer wearing all of the hats and in need of light assistance. I plan for the whole year and work backwards to ensure that all of the FAQs have been addressed so that things can work out accordingly. Your job is crucial and very important. You will need to be an independent worker without supervision, creative, able to think outside of the box and self-motivated.

Your duties are as follows:

Executive secretary or private secretary works closely with artist. (One-to-one basis) Sensitive to the needs of the artist, extensive knowledge with everyone person, place or thing involved.

External/internal) understands all objectives, handling all work efficiently and timely. Discretion and confidentiality are essential attributes!

- **Second in charge. First point of contact.**
- **Screening phone calls, inquiries, and request during performances. (day before and during)**
- **Arranging travel accommodations.**
- **Meeting and greeting visitors and guest.**
- **Making appointments**
- **Background research on all inquiries and opportunities.**
- **Producing documents, briefing papers, proposals, edits, reports and presentations.**
- **Organizing meetings and ensuring preparedness for all engagements. (checklist)**
- **Responsible for budgets.**
- **Decision making and delegating work to others in the artist's absence.**