

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:

Assisting the artist with creative and innovative performance opportunities; coordinating events, booking musicians, decorations, place orders, hiring help and managing the events. You are the overseer and coordinator of event logistics.

Events such as:

- Conferences, weddings, birthdays, anniversaries, charity events, surprise parties, receptions, and corporate events.
- Calculate budgets and ensure that they are adhered to.
- Visit venue to plan layout of seating and decorations. (with the artist)
- Schedule and book other participants.
- Coordinate publicized events
- Monitor event timelines and ensure deadlines are met.
- Negotiate and secure event space.
- Create invitee list. Send out invitation and manage RSVPlist.
- Secure sponsorship and media attention.
- Edit and design promotional materials
- Keep up with inventory of backdrops, computers, handheld devices and other display materials.
- Making decisions and delegating work to