



Senior Event Manager

KSBJ Special Events Manager manages and promotes up to 25 ticketed events and 12 free events annually. The Event Manager will serve as a member of the Special Events department and reports directly to the Executive Director and is responsible for ensuring the smooth delivery and operation of Special Events programs. Duties include:

- Manage and prioritize multiple contracted events with competing deadlines
- Select and negotiate services with vendors, ensuring best quality and value while remaining within budget guidelines for items such as hotel, transportation, catering, vehicle rental, runners, sound, lights, backline, generators, staging, stagehands, riggers, electrician, fork lift operators, spot light operators, venue, insurance, print materials and all other resources needed to produce and promote the event successfully.
- Develop/complete a per event marketing strategy that ensures successful attendance. This includes scheduling artist interviews, on-air promotional campaign, ticket giveaways, print and television campaigns, billboards, media exposure, public relations, heart of the artist awareness, etc
- Create a unique selling point for each event. Write and proof copy for 60 second radio promos. This includes writing and scheduling a minimum of 6 promos per event for a 6-8 week on air campaign.
- Coordinate ticketing needs with Ticket Servant, including price scaling, holds, giveaways, on sale dates, presale dates, packages, day of show releases, sold out announcements, ticketing reports, seat relocations, production advance, etc.
- Update websites with artist photos, artist links, artist video, banner ads, concert info, promos, directions, contests, downloadable flyers, etc. (www.ksbj.org, www.myspace.com, www.facebook.com)
- Develop / complete checklists for event to ensure proper execution. This includes reading, editing, ensuring signage and return of full contracts and riders for artist, venue, vendors, sponsor and marketing partners. Fulfill all contractual requirements on schedule.
- Advance the rider with venue and tour prior to the event.
- Participate in and coordinate set up and tear down, which includes long varied hours, pushing, pulling and lift up to 50#. Ability to assemble equipment.
- Prepare event passes as needed, schedule and facilitate working staff pre-show meeting and distribute day of show instructions
- Required to facilitate event at venue from LOAD IN to LOAD OUT in order to ensure that deliverables are being met. Day of show times vary per contract, but are approximately 16 – 24 hours in length for one event and increase for multiple back-to-back events.
- Coordinate swag, prayer, stagehand volunteers, ministry spotlight booth locations, gospel presentation and response time, artist day of show interviews, meet n' greets, etc.
- Advance all details of tour and KSBJ Special Events rider with appropriate artist and tour personnel
- Ensure that the KSBJ Special Events rider is being followed by the tour on day of show
- Produce and program events (ticketed and free)
- Securing vendor contracts and providing all resources needed for day of show
- Follow approved event budget
- Coordinate ministry promotions, ministry partnerships and ministry spotlights
- Facilitate all details of live dvd recordings requested by tour
- Ensure payment for all vendors, following KSBJ's accounting processes
- Coordinate brown bags and free mini concerts, which include working with record labels and artists management to book artist, secure production and backline, transportation, venue, event timeline, promotions, fulfill sponsorship agreement, artist interviews, event set up and tear down (staging,

lighting, banners, tables, meet n greet location, swag table, event volunteers, afternoon show logistics, etc)

- Build strong relationships with local vendors and venues
- Look for new ways to expand KSBJ Special Events ministry and event locations, as well as increase ticket sales
- Any other work as assigned

Qualifications:

- Heart for live Christian music ministry
- 3+ years concert / event management experience (This is not an entry level position.)
- Additional 2+ years tour, production, road management, promoter or venue management experience a plus.
- Bachelor's Degree preferred, but not required (Experience can supplement)
- Understanding of production (lighting and sound), staging, backline, concert terminology and definitions.
- Ability to communicate effectively with all levels of the Christian music industry: artists, artist management, booking agents, record labels, radio, tour managers, production managers, ticketing company, and venue operation's managers
- Must be willing to travel upon occasion
- Ability to manage multiple professional levels of people and personalities
- Extremely detail-oriented
- Able to manage multiple projects with competing deadlines
- Ability to work long varied hours.
- Ability to push, pull and lift up to 50#.
- Drive, back up and park a 15 passenger van and trailer
- Problem solve under pressure with limited resources
- Knowledge of Excel, Word and Microsoft Office
- Excellent verbal and written communication skills
- Solid negotiation skills
- Excellent planning and organizational skills
- Able to work independently with minimal supervision
- Creative with the ability to "think outside the box"
- Strong interpersonal skills
- Able to manage a budget
- Knowledge of ticketing standards and practices
- Willing to follow KSBJ Special Events Core Values

To Apply:

Resumes should be mailed to:

Human Resources, 1722 Treble Drive, Humble, Texas 77338 or email

SEManager10@ksbj.org

We are an Equal Opportunity Employer M/F/D/V