Ghostwriter.

JOB DESCRIPTION.

Job Title: Venues Booker **Dated:** 01/12/25

Contract: Full time – hybrid working

Location: Office location to be agreed, with UK travel as requested to meet the requirements of the role

Responsible To: Commercial Director

Staff Controlled: None currently

Salary: £28,000 - £30,000 depending on experience

COMPANY OVERVIEW.

With a foundation built on senior leadership roles at some of the UK's largest entertainment companies, Ghostwriter brings high-level industry expertise combined with a fiercely independent spirit. With an eco-system comprising of three pillars – Venue Partnerships, Consultancy and Pink Dot, we are firmly embedded in the UK's live music & event industry.

At the heart of our venue partnerships is an innovative, artist first model, tailored to a diverse portfolio of spaces. Leveraging extensive industry knowledge, we provide a "head office function" for our partner venues, implementing robust systems and processes to ensure they are safe, efficient, financially viable, competitively positioned, well marketed, programmed and operationally flexible.

Our promotions arm, Pink Dot, acts as both a promoter in our own right and as a consultant for our clients representing their vision, successfully bringing to life a wide variety of projects, venues, and events.

Whether providing consultancy for a venue or at an event in a green field site, at any scale or size, our approach and objective remain the same; safe and memorable experiences, professionally delivered, for artists, promoters, partners, and above all else, music fans like us! Regardless of the project, we stand in the background and help our clients venues, brands and events shine.

RESPONSIBILITIES.

- The efficient and effective operation of the business in relation to booking live events for our partner venues, and clients. To assist the Commercial Director in expanding this area of the Company.

GENERAL DUTIES.

- To act as in house concert Promoter procuring and promoting artists on behalf of Ghostwriter focusing on our partner venues.
- Where appropriate, to act as Concert Promoter procuring and promoting artists on behalf of Ghostwriter and Pink Dot externally to our venue partner estate.
- Procuring artists to perform at partner events on behalf of our clients at the direction of the Commercial Director.
- Work alongside the programmers (diary holders) to ensure events are booked appropriately within our partner venues.
- Negotiate artist fees and terms of engagement.

- Representing the Company to the music industry as a whole and any related clients.
- Liaise with the agent and artist alongside the technical & production department to ensure all key information is received in a timely fashion.
- Liaise with the agents and management to understand, integrate and support with the wider marketing plan for the procured artists.
- Liaise with the relevant department to ensure the effective marketing and promotion of all events procured for Ghostwriter and our partners.
- Liaise with the operations and production department in relation to the delivery of events communicating all information that may be required.
- Accurately report to the finance department expected costs and final actual costs for all of your booked events.
- To assist the Directors with specific tasks as directed.

SPECIFIC DUTIES.

Professional Strategy & Business Direction:

- To contribute to the effective running of the business.
- To help evaluate potential new business opportunities.
- To contribute to planning and future strategy as required.

Maintain Monitor Plan and Control (Bookings/Events):

- Work with clients, partners, suppliers and venue staff to ensure all systems are maintained.
- Work with the Directors / Venue Management to set budgets, maximise the events diary and assist in expanding the commercial viability of the venues/contracts.
- Working with the Ticketing and Promoters Assistant to distribute new event confirmations and announcement schedules.
- Together with the marketing team, ensuring that marketing and advertising opportunities are maximised for optimum ticket sales for all events.
- Liaising with other departments to ensure the production of offer sheets, advancing and settlements are completed within a timely manner.
  .

Internal and External Communication Skills:

- Liaise with the accounts function (Ghostwriter & Client) and other functions / bodies where appropriate.
- Ensure a smooth flow of information both internally and externally.
- Represent the company as required at functions and events ensuring that topics and agendas are reported back to the Directors.
- Liaise with all sub-contracted staff and groups to ensure the clients, partners, suppliers and venue and Ghostwriter receive best practice and service.

Business Administration:

- Support the Directors in the development of company policies ensuring compliance in all areas of the business.
- Attend and contribute to staff meetings.

Other reasonable duties as and when required - including for the avoidance of doubt duties for or on behalf of Giglab, company number 16755877

KEY SKILLS AND QUALIFICATIONS.

- Familiarity with promoting live music within the events or entertainment industry from either a venue or independent promoting perspective.

- Strong understanding and a finger on the pulse of the regional music market you are currently in
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Creative thinking and problem-solving abilities.

OPPORTUNITIES FOR GROWTH.

- Potential for career development within the company.
- Opportunities to work on high-profile events and projects.
- Professional development and training programs.
- Attend industry conferences and festivals

PERFORMANCE METRICS & ACCOUNTABILITY.

Success in this role will be measured by the results of matured events, volume of events, diversity of events and completion accuracy of internal reporting.

Additionally, accountability will be measured by:

- Achievement of events profitability and targets.
- The delivery of completed and accurate event-based paperwork.

BENEFITS.

- Competitive salary
- Flexible working hours
- Professional development opportunities
- Hybrid working

DOCUMENT ENDS.