



**Booking Coordinator
Full-time
Saratoga Springs, NY**

Req#BC012017

Mills Entertainment is the industry leader in branded live entertainment. We collaborate with top artists and content partners to produce and promote engagements at theaters, arenas, casinos, and colleges throughout the United States and internationally.

The work we do is exciting, challenging, and enjoyable. We are seeking applicants with a passion for live entertainment and a desire to join the industry's leading team.

Job Purpose

- Mills Entertainment is looking for a confident, motivated, and highly-organized Booking Coordinator. This position operates in a high-performance environment and requires an individual who will be detail-oriented, professional, and very personable.

Responsibilities include, but are not limited to:

- Drafting and managing budgets, settlements, and artist payments for new and existing tours
- Assisting the Booking department in creating call lists, organizing trade show participation, and updating databases
- Shepherding offers through the confirmation process
- Collaborating with a team to meet competitive booking goals and quotas
- Preparing artist and venue calendars and tour routing grids
- Tracking and reporting key performance metrics
- Collaborating with venue, agency, and artist representation in routing and budgeting

Preferred Skills

- Goal-oriented and motivated.
- Proficiency in MS Office, with an emphasis on Excel
- A self-starter that is able and willing to work independently
- Astute attention to detail with the ability to multi-task
- Willing to travel occasionally for conferences and engagements
- Excellent communication and interpersonal skills, and the ability to develop and maintain long-term relationships with our strategic partners
- Extremely organized and able to manage multiple projects at once
- A bachelors or advanced degree (majors in Business or Theater Management or similar will be given priority consideration)
- Venue or booking agency experience is a bonus

Relocation assistance available. *Mills Entertainment offers a competitive benefits package.*

Interested applicants should send a cover letter, resume, and salary requirements to jobs@millsentertainment.com

INCLUDE: Reference Number BC012017 in subject line

Due to the volume of applicants, we are unable to reply to all submissions.

No phone calls or office visits, please.