



Account Manager
Full-Time
Saratoga Springs, NY* or Los Angeles, CA Req# AM032017

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

This is a sales and booking position. The Account Manager is accountable for delivering consistent financial results. This position operates in a high-performance environment and requires a confident and assertive individual. Applicants should be ambitious, creative, hard-working, professional, and intelligent

Responsibilities include, but are not limited to:

- Collaborating with a team to meet competitive goals and quotas.
- Lead generation and conversion activates.
- Negotiating terms with our venue and promotional partners to create mutually successful engagements.
- Creating engagement budgets and settlements.
- Developing and maintaining key partner relationships.
- Identifying and researching new artist/property opportunities.
- Servicing and managing confirmed engagements.
- Participating in booking conferences requiring travel.
- Tracking and reporting key performance metrics.

Required Qualifications:

- 5+ years' industry experience in tour planning, budgeting, and/or booking (candidates with booking, account management, or sales experience are preferred).
- Goal-oriented, motivated, and a self-starter.
- Excellent communication and interpersonal skills, and the ability to develop and maintain long term relationships with our strategic partners.
- A thorough understanding of the business of live entertainment.
- A demonstrable career history of negotiating and closing deals.
- Extremely organized and able to manage multiple projects at once.
- A bachelors or advanced degree (majors in Business or Theater Management will be given priority consideration).

*** This position requires a minimum 6 month period, based in our Saratoga Springs, NY Headquarters.**

Mills Entertainment offers a competitive benefits package.

Interested applicants should send a cover letter, resume, and salary requirements to jobs@millsentertainment.com referencing in the subject Req# AM032017

Due to the volume of applicants, we are unable to reply to all submissions. **No phone calls or office visits, please.**