



**Booking Coordinator
Full Time
Saratoga Springs, NY**

Req. # BC072017

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 Booking Coordinator to support our Booking Managers and the Director of Booking through planning, scheduling, budgeting, and routing the tour planning processes for our portfolio of properties and corresponding engagements. This position operates in a high-performance sales environment and requires an individual who will be detail-oriented, professional, with a high level of emotional intelligence.

Responsibilities include, but are not limited to:

- Maintaining databases, drafting and managing budgets in excel, for new and existing tours
- Maintain current information on and monitor booking trends to produce forecast figures and month-end reports
- Comply with weekly and monthly forecasting procedures
- Handle inquiry calls and outside sales calls. Follow through to completion of function(s)
- Interact with outside planners and vendors for engagements
- Prepare and submit required reports in a timely manner
- Preparing artist and venue calendars and tour routing grids
- Collaborating with presenting partners, agency, and artist representation in routing and budgeting
- Support the confirmation process of a new sales opportunity, project managing the details
- Responsible to learn and know the different deal types, partnering with the Booking, Development, Marketing and Production in-house teams to identify best venues, tour grids, and city lists for types of tours
- Creating call lists, organizing trade show participation
- Collaborating with a team to meet competitive booking goals and quotas
- Tracking and reporting key performance metrics
- Use proprietary systems, Salesforce CRM proficiently
- Other duties as assigned

Required Qualifications:

- Bachelor's degree in Business, Theater Management or related field required, or an equivalent of Associates degree with at least 2 years related experience.
- Demonstrated ability to negotiate terms of agreements; prior in-house sales or customer service call center experience helpful
- Must be able to work collaboratively in team environment



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- Proficient building and maintaining professional long-term relationships, maintaining a high level of customer service and ethical practice with all of our strategic partners.
- Excellent attention to detail, communication and interpersonal skills
- Highly organized with strong project management skills
- Must be able to work independently
- Proficient in MS Office products, particularly Outlook and Excel
- Must be able to travel globally as needed

Preferred Skills

- Entertainment industry experience preferred
- Prior experience with box office or booking agency preferred

Mills Entertainment offers a competitive benefits package.

Interested applicants should send a cover letter, resume, and salary requirements to jobs@millsentertainment.com – Referencing Req. # BC072017 in subject line.

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

No phone calls or office visits, please.