

Booking Agent Intern

Title: Booking Agent Intern: Non- paid

Objective: The Booking Agent Intern is responsible for booking and scheduling regional and national events for seminars, workshops, lectures and speaking engagements primarily associated with business planning and coordinating activities.

Responsibilities: Makes at least 15-20 calls per day to, colleges, universities, associations, governmental organizations, businesses and organizations; Procure at least 2 events per month for organization, Send out promotional material, Keep a log of calls with all vital information pertaining to potential concerts; Effectively communicates through various media including telephone, emails, Keep in touch with manager on weekly basis discussing all potential dates, fees, and accessing all vital paper work surrounding said dates; develops excellent working relationship with staff, community, businesses, government agencies, NGO's; To attend all meetings; monitor progress of goals and objectives; keep office policies and procedures; Attend training sessions; Identify and implement services needed to effectively and efficiently run operations; Report to the Office Manager; Prepare reports; Answer phones; File; Read email; send correspondence; Schedule meetings

Qualifications: Knowledge of Microsoft word, Power Point, Outlook, Excel (or willing to receive training); Excellent communication, leadership, Interpersonal skills, organizational skills, Proven ability to work independently, Self motivated, Works well with others, Ability to delegate task and oversee volunteers; High School Diploma

Average Time Commitment: Five -Twenty hours per week; hours coordinated with the Office Manager.

Measure of Success: Completion of goals, at least 2 new events are booked per month, Contracts are received and vendors receive all pertinent information; interns are active and growing, available to other employees and interns, meetings are held efficiently, creates friendly and loving environment, good team spirit.

Benefits: Gain experience in building relationships and working with other people, play a key role in shaping organization, Explore all avenues of the business and knowledge of how to run a business, Stepping stone to future positions, Opportunity to network on different levels, Recognition, improve meeting management skills, gain experience that can be used on the job.