



Touring & Production Associate

Dorn Music GmbH & Co. KG

Hannover, Germany

Full-time

(As soon as possible)

Company profile:

The global artist management agency Dorn Music founded by leading artist manager Tanja Dorn offers international, holistic and bespoke artist management. Dorn Music aims to unite the interests of artists, presenters, labels, PR-agencies and audiences in order to ensure highly qualitative, unique and exceptional musical experiences.

Job description:

Dorn Music seeks an associate starting as soon as possible with a passion for the performing arts, to fulfill a Touring & Production Associate position for the needs of worldwide touring.

Acute attention to detail, impeccable organizational and communicational skills and the ability to manage multiple projects at a time as well as the ability to work under pressure are critical. You will be asked to coordinate several tours simultaneously, therefore the ability to multitask and great flexibility are necessary.

You are responsible for assisting artist managers with all logistical details associated with concert touring.

Duties include, but are not limited to:

- ☀️ Coordination of rehearsals, travels, hotels, visas, programming, technical riders, repertoire
- ☀️ Creating and updating itineraries for artists
- ☀️ Accounting related to tour projections, budgeting, tracking of expenses, incidental taxes, invoicing
- ☀️ Primary point of contact for presenters
- ☀️ Issuing and finalisation of contracts
- ☀️ Administrative support to artist manager
- ☀️ PR: maintaining up-to-date biographies, discographies and repertoire lists, cataloguing press reviews of performances, ensuring updates on web site and otherwise distributed material
- ☀️ General assistance in preparation and distribution of sales material
- ☀️ Attending rehearsals and tour performances as required.

Essential skills:

- ☀️ Good organizational skills and the ability to prioritize work flow
- ☀️ The ability to work independently and self-sufficiently, and to complete projects within specified deadlines without supervision
- ☀️ The ability to remain calm and efficient under pressure, and to follow through on multiple projects at once.

DORN MUSIC



- Excellent communication skills in German and English, both spoken and in writing
- Typing skills and computer literacy (Microsoft Office), affinity for working with databases
- Commitment to providing highest quality service to each artist.

Education

- University level

Prior experience in performing arts/theatrical presentation, booking, management and/or production would be desirable. Prior world travels are a plus. Languages in addition to English and German would be beneficial.

To apply, please send a resume and cover letter to office@dornmusic.com.
We regret that interview travel costs cannot be refunded.

Contact person:

Tanja Dorn, Owner & President of Dorn Music

Application deadline: February 14, 2018