



The Vera Project Assistant Talent Buyer – Job Opening

The Vera Project seeks a self-motivated, connected, and skilled assistant to the Senior Talent Buyer in support of all ages, year-round concert series programming.

At The Vera Project, booking & promoting is central to keeping young folx engaged in positive activities that enable young artists and activist communities to grow and flourish. Balancing a premier concert facility with being accessible and supportive of emerging artists makes booking & promoting at The Vera Project exciting, challenging, and fulfilling. The Assistant Talent Buyer will work closely with the Senior Talent Buyer to meet monthly goals for shows & special events presented by VERA. They are also responsible for assisting with tasks related to concert booking, promotions, show prep, and coordination with Booking Intern, show staff, and volunteers.

The Vera Project (VERA) is a Seattle-based music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people.

The Vera Project is an Equal Opportunity Employer. People of color, queer, transgender, and non-binary folx are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values. A detailed job description is attached below.

APPLICATION PROCESS:

Please address the following questions in your cover letter:

- Why is an organization like the Vera Project important to a community?
- Please describe your talent buying experience.
- What do you bring to this role?

Please submit a cover letter, resume, and two (2) references by midnight PST on Monday, June 11th, 2018 to hiringcommittee@theveraproject.org with “Assistant Talent Buyer, YOUR FIRST/LAST NAME” in the subject line.

Please note, we know there are great candidates who may not fit into what we’ve described below, or who have important skills we haven’t thought of. If that’s you, don’t hesitate to apply and tell us about yourself! Or get in touch with us and simply ask, at hiringcommittee@theveraproject.org.



Position Overview: The Assistant Talent Buyer position focuses on support of the Senior Talent Buyers work. The Assistant Talent Buyer supports by booking out smaller shows in our gallery space & main room and assist with larger events. This is a hands-on experience working within a beloved community space and with the music industry at large.

Key responsibilities:

- Booking shows and events for the space and assisting the Senior Talent Buyer with show folders, day-to-day programming, and management of the Booking Intern(s), show staff, and volunteers.
- Support Member-led presentation programming by providing support to the Booking Committee, Booking Intern(s), and Members in leading the presentation of programs of their own. This includes attending Booking Committee meetings and promoting the monthly Veracity showcase.
- Developing relationships with the DIY and music communities, artists, and bands.
- Working with the *Marketing & Communications Coordinator* and the *Rentals & Operations Coordinator* and the *Fundraising & Development Manager* to support promoting shows, rentals, and fundraisers as needed and appropriate.
- Support the work of the Senior Talent Buyer & Program Director as needed.

Highly preferred qualifications:

- Past experience working with bands and artists in a talent buyer setting, including booking & promoting shows. Music industry & DIY community relationships a plus.
- Strong written & verbal communication, and detail-oriented research & organizational skills
- Ability to collaborate and communicate professionally with individuals of diverse ages, ethnicities, cultures, races, gender identities, and socio-economic backgrounds
- Has a strong anti-oppression lens with a lived commitment to racial & social justice
- Holds an understanding and respect for VERA's history and accomplishments while bringing new energy & vision to co-create and help sustain the next chapter
- Ability to maintain confidentiality when appropriate/required
- Available for evening and weekend work as needed
- Ability to carry 30lbs (of sound equipment, concessions, etc)

Reports to: Programs Director & Talent Buyer

FTE: .35 // 12 hrs/wk for 90 days, then 15 hrs/wk upon positive reviews

Salary: \$15 per hour

Benefits: Flexible schedule, access to VERA's resources, and a reimbursable \$50/monthly travel stipend