

Booking Fellow

Position Overview: The Booking Fellow is responsible for supporting the booking and production teams in the coordination and administration of all-ages concerts and special events at The Vera Project, Black Lodge, and other VERA-affiliated spaces. This position will provide participants with meaningful training, experience, and mentorship in talent buying, house managing, venue operations, ticket platform management, and more.

Key Responsibilities:

Booking Administration & Talent Buying

- Booking shows and other various events for The Vera Project's gallery, Black Lodge, Main Stage, and off-site spaces.
- Supporting the booking team and *Artistic Director/Sr. Talent Buyer* in all aspects of event administration including calendar holds, ticket building, show announcements, and coordination with marketing efforts.
- Collaborating with the booking, production, and marketing teams to put on monthly free "Ticket-Blaster" shows and events.
- Working directly to build relationships with the regional & national DIY and music communities, in addition to local and touring artists.

Production & Mentorship

- Participating in weekly booking & production meetings, monthly show staff meetings, and monthly Veracity Booking committee meetings.
- Working an average of one (1) event per week as a House Manager for VERA all-ages concerts. (Weekly contract work is paid per event at \$110/\$155/\$185 depending on role for a 8 hour shift in addition to the listed 20 hours per week)
- Assisting the production of VERA special events, including *Viva Vera*, *GENERATOR*, *Always All Ages*, *Live from our Living Room*, and more.

Reports to: Artistic Director

Hours: 20 hours/week + an average of one (1) weekly show

Rate: \$24/hr, non-exempt, W2 wage-earning employee

Term: This is a one-year, term-limited funded fellowship position; term begins May 1, 2026 and ends April 30, 2027

APPLICATION PROCESS:

Please address the following topics in your cover letter:

- Why are organizations like The Vera Project important to a community?
- Do you have any background in booking all ages shows?
- Do you currently participate in any local music scenes?
- What do your specific skills and interests bring to this role?
- Please tell us about any experience you have regarding teaching and mentorship.
- What is your background, if any, contributing to non-profit organizations?

Please submit a cover letter, resume, and two references by 11:59 PST on Sunday, April 12th, 2026 to hiringcommittee@theveraproject.org with “Booking Fellow” *Your First and Last Name*” in the subject line.

If you do not quite fit into the listed job description and feel you may still be a great candidate, don't hesitate to apply & tell us about yourself! Send all questions to hiringcommittee@theveraproject.org

ABOUT THE VERA PROJECT

The Vera Project (VERA) is an all-ages, volunteer-fueled music and arts organization operating multiple spaces and venues.. By engaging participants at all levels of music production and community organizing, VERA fulfills its mission to foster a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people 14-24. VERA programming is primarily conducted at our space at the Seattle Center, including the following:

- Popular music concerts
- Audio engineering training
- Visual art exhibits
- Live and studio recording
- Leadership training
- Screen printing and classes
- Event production training
- Internships

These activities are initiated and driven collaboratively by VERA's Volunteers, Staff, Board of Directors, and Youth-Led Membership. Weekly concerts promote artistic experimentation and excellence in a professional setting, leveraging industry-standard technology to showcase music and arts. Classes fuse with experiential learning opportunities and a volunteer-driven structure that engages young people in the arts, fosters intergenerational communication, and gives constituents the skills necessary to pursue their creative and professional passions. The skills participants gain at VERA activate future creativity, careers, and leadership within VERA and in the greater creative community. VERA engages thousands in the arts, develops the future of the music industry, and supports a vibrant Seattle culture.