

# TPR.

## OPERATIONS ADMINISTRATOR

### POSITION SUMMARY

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We are seeking a highly organized and detail-oriented Operations Administrator to support our growing team in concert promotion. This role plays a key part in ensuring smooth tour operations by managing artist and venue contracts, payments, insurance requirements, and general administrative tasks. The ideal candidate is a meticulous professional with a strong ability to organize and maintain essential documentation, track tour expenses, and collaborate with multiple stakeholders.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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*The essential functions include, but are not limited to the following:*

#### Administrative & Organizational Support

- Maintain and organize digital files related to contracts, insurance documents, and financial records.
- Assist in coordinating operational details for tours and events, ensuring deadlines are met.
- Work closely with the operations and finance teams to audit tour expenses and reconcile accounts.

#### Contract & Financial Management

- Review and manage artist and venue contracts, ensuring compliance with company policies and expectations.
- Track and process artist and venue deposit payments, coordinating with internal finance teams.
- Annotate contracts and maintain accurate records of contract terms, payment schedules, and obligations.

#### Insurance & Compliance

- Request and manage insurance certificates for tours and shows, ensuring all required documentation is in place.
- Track and audit tour expenses to ensure accuracy and alignment with budget expectations.

### QUALIFICATIONS

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- Degree in Music Business, Finance or Accounting preferred
- Strong attention to detail and organizational skills, with the ability to manage multiple priorities.
- Experience with contract management and document review preferred.
- Basic understanding of financial processes, including payments, audits, and expense tracking.
- Knowledge of insurance requirements for events or live entertainment is a plus.
- Proficiency in Microsoft Office, Google Drive, and file management systems.
- Ability to work independently while collaborating with multiple departments.
- Excellent written and verbal communication skills.

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## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Ability to work for long periods at a computer/desk

**Report to:** Operations Manager

**Employment Status:** Full-time, Non-Exempt, Hybrid (In office Tuesday through Thursday)

**Salary Range:** \$50,000 - \$60,000

**Location:** Costa Mesa, CA

### **Benefits:**

- Health, Dental, Vision and Life Insurance
- Short term & Long term disability insurance
- FSA/HSA
- Paid time off and paid company holidays
- 401(k) plan with company match

*TPR. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.*

### **TO APPLY:**

Please send Resume, Cover Letter, Myers Briggs profile, Enneagram and StrengthsFinder (if you've taken it) with the subject line "Operations Admin Application" to [trisha.york@tprlive.co](mailto:trisha.york@tprlive.co)