

TPR.

EVENT MANAGER

POSITION SUMMARY

Act as the primary representative to the venue and tour for TPR. Will be responsible for ensuring a smooth event from load-in to load out on the day of the event and advancing all details prior.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Advancing:**
 - Serve as the primary point of contact between the artist/tour and the host venue.
 - Advance logistics for each event, including stage dimensions, power requirements, generator rentals, catering, dressing rooms, parking, volunteers, sourcing labor & staffing and other day-of-show needs.
 - Track and manage expense budgets for catering, hospitality, and staffing.
- **Event Management:**
 - Be the first on-site and last out, serving as the primary representative during events, including but not limited to the artist/tour, venue, onsite radio and tour sponsors.
 - Oversee the entire event setup, including assigning dressing rooms, supervising load in/out, training & managing volunteers, and setting up the box office and concessions.
 - Coordinate security briefings and ensure smooth financial and operational settlements between the venue, artist, and internal teams.
 - Ensure compliance with safety regulations, venue policies, and local ordinances.
 - Manage guest lists, VIP accommodations, and meet-and-greet logistics when required.
 - Manage daily schedules ensuring timely door opening, show start and finish times.
 - Emcee and stage announcements when applicable.
- **Hospitality & Artist Relations:**
 - Ensure artist hospitality riders, catering, and accommodations are met per contract specifications.
 - Address any last-minute artist or crew needs to ensure a positive experience.
 - Assist in resolving any logistical or technical issues that arise during the event.
- **Settlement:**
 - Prepare venue, and co-promoter settlements, reconciling all revenue and expenses to ensure accuracy.
 - Manage post-event financial reconciliation with both internal accounting and external stakeholders.

ABOUT THE CANDIDATE

- Strong organizational and logistical planning skills to manage schedules, venues, and travel.
- Excellent problem-solving abilities and adaptability in high-pressure situations.
- Knowledge of tour routing, budgeting, contracts, and vendor negotiations.
- Ability to coordinate with artists, crews, venues, and vendors efficiently.
- Strong leadership and team management skills to oversee road crews, production staff, and local teams.
- Proficiency in event production software, budgeting tools, and Google Suite.
- Strong communication and interpersonal skills for liaising with stakeholders.
- Understanding of live production elements (audio, lighting, video, staging, etc.).

QUALIFICATIONS

- Bachelor's degree in event management, music business, business administration, hospitality, or a related field (preferred but not required).
- 3+ years of experience in event management, tour management, event production, or artist relations.
- Experience working in live events, concerts, festivals, or corporate activations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequent standing, walking, and moving for extended periods, often on uneven surfaces.
- Lifting, carrying, and moving equipment, luggage, or promotional materials (typically up to 50 lbs).
- Repeated bending, stooping, and reaching while setting up or organizing tour logistics.
- Extended periods of sitting while traveling by plane, bus, or car between tour stops.
- High mental and physical endurance due to irregular sleep schedules, long hours, and constant problem-solving.
- Exposure to loud noise levels, bright lights, and large crowds.
- Varied work conditions, including extreme temperatures, outdoor environments, and tight backstage spaces.
- Unpredictable schedules with long days, late nights, and changing time zones.

Report to: Director of Events

Salary Range: \$65,000 - \$75,000

Classification: Exempt

Location: Nashville, TN preferred, or Costa Mesa, CA

Travel time: 40% - 50%

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

TO APPLY:

Please send Resume, Cover Letter, Myers Briggs profile (with percentages), Enneagram and StrengthsFinder (if you've taken it) with the subject line "Event Manager Application" to trisha.york@tprlive.co