



Job Title: Booking Agency Intern

Job Level: Entry level

Wage: Commission

Hours: Part-time, Flexible

Location: Remote

Skills & Experience Required: No experience required

College Credit Available: Yes

Job Description: The Booking Agency Intern will assist the agency's booking agents in finding and booking live music acts for events and venues. This may include researching and contacting potential acts, coordinating scheduling and logistics, and providing support for on-site event coordination. The intern will gain valuable experience in the live music industry and have the opportunity to work with a variety of music acts and venues. This internship has the potential to turn into a long-term position.

Job Duties:

- Research and contact potential music venues and acts for agency's roster
- Coordinate scheduling and logistics for bookings
- Assist in on-site event coordination
- Provide support to booking agents as needed
- Learn about the live music industry and gain experience in booking and event coordination

Qualifications:

- Strong interest in live music and the music industry
- Strong communication and organizational skills
- Attention to detail and ability to multitask
- Proficient in Microsoft Office and Google Suite
- Must be able to work independently and in a team
- Candidates must be able to commit to 10-15 hours per week
- Must have a computer, phone, and access to a secure and steady internet connection

To Apply: Please visit our website at <https://morningdewproductions.com/> and upload your resume. You may also email your resume to info@morningdewproductions.com

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