



## **Appearance Booker**

### **Summary**

The Mischief Management Appearance Booker reports to the Sr. Talent Manager and works alongside the Programming and Talent staff to secure guests for our growing portfolio of events. They will also help us secure spots at other conventions for the clients we represent.

### **Qualifications**

- Strong negotiation skills and an understanding of when to bend and when to stay firm
- Experience reading and/or writing entertainment contracts
- Diplomatic, professional demeanor and excellent written communication skills (including impeccable grammar and proofreading skills)
- Resilience when faced with unexpected challenges and/or roadblocks
- The ability to form and maintain professional relationships (even while saying no!)
- Good judgment and initiative to make independent decisions in the face of ambiguity
- The ability to work within a given budget over an extended period of time
- Ability to multi-task and balance competing priorities
- Familiarity with online collaboration tools such as Google Apps, Airtable, etc.
- Strong integrity and discretion
- Knowledge of the following areas: the entertainment industry, travel, hospitality
- Passion for pop-culture/entertainment and a critical understanding of what sparks your enthusiasm

### **Responsibilities**

- Researching celebrities, academics, and technicians with our programming team and determining the best avenues for inviting them
- Writing, editing, and sending invitation letters based on which emails gets responses
- Keeping up on who has responded to invitations and following up if messages go unanswered
- Negotiating deals based on our standard agreements and making edits to other firms' agreements when necessary
- Working with our Sr. Talent Manager to ensure that all deal points are understood and able to be acted upon
- Researching events for our clients to attend and negotiating with those conventions' reps
- Communicating other events' requirements/deal points with our clients and confirming their willingness and availability for these events
- Other duties as assigned

This is a full-time position based in New York, NY. Compensation is commensurate with experience. We are looking for individuals available immediately. This role requires some travel. You will be expected to attend one or more conventions as part of your work. Mischief Management is an equal opportunity employer. Candidates of color are strongly encouraged to apply.

To apply, please send a resume and cover letter to [jobs+talent@mischiefmanagement.com](mailto:jobs+talent@mischiefmanagement.com).