



POSITION: Booking Manager (Wintrust Arena and Arie Crown Theater)
DEPARTMENT: Wintrust Arena Administration
REPORTS TO: Assistant General Manager - Entertainment
FLSA STATUS: Salaried/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Booking Manager at the McCormick Place Convention Center. Under general supervision of the Assistant General Manager, interacts continuously with clients, promoters, artist's agents and artist's managers in efforts to solidify ticketed business for the Wintrust Arena and the Arie Crown Theater. Assists in coordination of all aspects of the booking process.

Essential Duties and Responsibilities

- Develops new concert, family, comedy, religious and theatrical programming for the Wintrust Arena and Arie Crown Theater.
- Negotiates venue deals with promoters and/or agents.
- Monitors and maintains the booking calendar for all entertainment spaces.
- Obtains full understanding of venue deal points and agreements.
- Assists in the distribution of fact sheets and show related information to all facility personnel.
- Assists in financial settlement of ticketed shows.
- Contacts prospective promoters, agents, managers and individuals to initiate the sales effort.
- Follows-up on leads generated by outside sources.
- Prepares statistics, reports and budget presentations for management.
- Negotiates, compiles, develops and executes contracts and venue agreements (to include tracking of contract, deposits and insurance).
- Establishes expansive network of arena, theater and artist promoters, agents, representatives/managers.
- Develops new high-priority special events to grow venue attendance and revenue.
- Assists with public relations activities.
- Works in conjunction with building marketing, event services, operations, and food & beverage staff in the planning and execution of special events.
- Maintains, at all times, high standards, positive attitude, and professional appearance.
- Attends weekly staff meetings. Develops and maintain a harmonious working relationship with all the other departments.
- Works extended and/or irregular hours including nights, weekends and holidays as needed.
- Performs other job-related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's Degree in Sales, Business, Marketing or related subject preferred.
- Minimum of two (years) experience booking national touring acts/content in a stadium, arena, theater, or club preferred.

Skills and Abilities

- Demonstrate knowledge of principles, practices and terminology of touring concert industry and booking.
- Work independently to develop new special events from conceptualization to execution.
- Maintain an effective working relationship with clients, employees, exhibitors, patrons and others encountered in the course of employment.
- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Remain flexible and adjust to situations as they occur.
- Ability to speak effectively before group.
- Excellent organizational, planning, communication and inter-personal skills.
- Ability to undertake and complete multiple tasks.
- Organize and prioritize work to meet deadlines. Work effectively under pressure and/or stringent schedule and produce accurate results.
- Excellent written and verbal skills including strong proof-reading
- Excellent communication and interpersonal skills and organizational ability
- Possess skills and experience in contract negotiation
- Ability to work flexible hours, including nights, weekends, and holidays in addition to normal business hour as needed.

Computer Knowledge

To perform this job successfully, an individual should be proficient in Microsoft Office Suites, Google docs, DocuSign, SharePoint and One Drive. Strong understanding and ability to use ASM Global Event Booking program a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-10 hours daily. The employee is regularly required to sit for long hours; using hand to handle files, type and operate offices machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle contracts, other office correspondence, etc.

Hours of work and travel requirements

Irregular hours and land and/or air travel may be required.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Recruiter- Shalanda Hedrick
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

External Link to Apply:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Booking-Manager_R10014903

We will accept applications from 12-14-22 and until position is filled