

## Student Assistant Position Description

ABOUT THE EMPLOYER: Texas Performing Arts serves The University of Texas at Austin campus and the Central Texas community at large through a diverse season of exciting live performances, free campus and community engagement events, educational youth programs, and a robust UT Student Engagement Program. Each year we present our Essential Series performances including dance, classical, voice, film, conversation, and more, as well as the Lexus Broadway in Austin Season, and touring concerts and comedy. Behind the scenes, our prop, scene, and paint shops support College of Fine Arts student productions.

Through our Student Employment Program, we provide hands-on professional work experiences alongside industry professionals in nearly every department for undergraduate and graduate UT students from across campus.

**JOB TITLE: Talent Buyer Student Assistant (Federal Work-Study students are encouraged to apply)**

**POSITIONS AVAILABLE: 1**

**SUPERVISOR: Wil Shirey**

**HOURS PER WEEK: 10**

**WAGE: \$10.50/hour**

**JOB SUMMARY:** To assist the Talent Buyer for Texas Performing Arts, specifically in research, communication and administrative duties in the office and during events at Bass Concert Hall. The Assistant will learn and gain experience with the fundamentals of event management and marketing from talent research, negotiation, acquisition, budgeting, ticket (inventory) control, advertising and promotions, contract review and financial settlement. The position is ideally for someone with a background in business who also has an interest in events/marketing/sales and live music production.

### DUTIES AND RESPONSIBILITIES:

- Provide research and analysis for existing and potential events
- Prepare settlement documentation for financial settlements, including copying/scanning receipts and reconciling expenses
- Assist in review of contracts and agreements
- Assist in creating, managing and executing budgets, proposals and business plans
- Participate in discussions of contract negotiations, including strategy and tactics
- Maintain and update booking and competing events calendar
- Answer phones and respond to emails
- Represent Texas Performing Arts with a pleasant and professional demeanor through all interactions
- Arrive on time for work and maintain a reliable attendance record
- Dress appropriately for work in a casual, yet professional environment

### REQUURED QUALIFICATIONS:

- Proficiency in Excel
- Excellent verbal and written communication skills



- Must be proficient with and enjoy working with numbers/accounting/finance
- Broad musical knowledge
- Have a "Coachable" mentality
- Attention to detail
- Ability to self-manage and prioritize multiple tasks at once in a fast paced work environment
- Ability to maintain a flexible event-based schedule with some work on nights and weekends

PREFERRED QUALIFICATIONS:

- Interest and/or experience with events and/or media
- Graphic design skills
- Business sales/marketing/negotiation experience
- Analytical skills

ADDED VALUE:

- Real world experience working in a non-profit arts presenter.
- Opportunities for advancement, wage increases, and growth in responsibilities.
- Professional development opportunities and support.
- Offers of comp tickets for some performances.

TO APPLY: Create a single file containing a Letter of Interest, current Resume, and your work availability and save in either Word or PDF format. Send this file and a copy of Work-Study award, if applicable, to Tim Rogers at [trogers@texasperformingarts.org](mailto:trogers@texasperformingarts.org).