



# FOUNDATIONS

ARTIST MANAGEMENT

## **Tour Marketing Assistant - Part Time (Nashville, TN)**

### **The Company:**

Foundations Artist Management was launched in 2000 by Steve Bursky, and has since grown into a full-service artist representation company focusing on building artists' careers from the ground-up. The New York and Nashville based company prides itself on its work with its acts from the very early stages of their careers, helping them lay the necessary groundwork for a successful future in the music industry. With the addition of partners Brian Winton in 2004 and Drew Simmons in 2011, Foundations has continued to build on its original vision: providing uncompromising support to great artists, assisting them in growing their careers as we grow our own.

### **Responsibilities include:**

- Creation and implementation of marketing plans across multiple tours/live events
- Monitoring and maximizing a high volume of marketing proposals from partners such as promoters, radio stations and sponsors
- Manage, review and aid in the execution of a high volume of performance contracts
- Cultivating in-depth knowledge of the company's and clients' current processes and systems for tour marketing and logistics
- Constant communication with Director of Tour Marketing
- Disciplined and detailed calendar management
- Representing the company and clients with existing and potential partners within the touring industry
- Management of internal systems and processes to streamline marketing efficiencies and records
- Assist Director of Tour Marketing with data entry, organization and uploading of files into shared drive
- Assist in tracking and management of marketing plans and tour assets
- Assist in proofing all ticket links, passwords, show info and artwork upon tour announces
- Assist in managing clients' Facebook events and tour date pages

### **Requirements:**

- Exceptional attention to detail and organizational skills
- Ability to manage and multi-task in a high volume workload environment
- A proactive and intuitive nature with the ability to anticipate needs
- A strong understanding of social media and marketing across digital platforms
- Written and verbal communication skills and experience communicating in team settings and with varied audiences
- A passion for music, the music business and an interest in Foundations' clients

**Location:** Nashville, TN. Occasional travel between office locations will be required on an as needed basis (on average every 3-6 months).

**Hours:** To be determined per applicant availability (content releases or global announcements will dictate additional early morning or late night hours)

**Compensation:** Compensation commensurate to experience.

**To Apply:** Please email your resume and cover letter to [jobs@foundationsmgmt.com](mailto:jobs@foundationsmgmt.com), with the subject line **TOUR MARKETING ASSISTANT**