

# FREIGHT & SALVAGE

## JOB DESCRIPTION

<b>TITLE:</b>	Talent Buyer
<b>ORGANIZATION:</b>	Freight & Salvage
<b>LOCATION:</b>	Berkeley, CA
<b>REPORTS TO:</b>	Director of Programming
<b>SUPERVISES:</b>	N/A
<b>EMPLOYMENT TYPE:</b>	Full Time, Exempt
<b>SCHEDULE:</b>	Hybrid, M-F, 9-5, some nights and weekends
<b>SALARY RANGE:</b>	\$78k - \$83K annually

## MISSION

The Freight is a vital home for music with deep roots from around the world that celebrates cultures, connects communities, and inspires creativity.

## VISION

To be a center for the discovery and exploration of music from around the world that welcomes curiosity, pushes boundaries, and champions inclusivity.

## VALUES

- Joy  
*We believe that the act of experiencing music together is the constant rediscovery of joy*
- Welcoming  
*We believe that all are welcome to experience live music and that all should have access to it*
- Community  
*We believe that the power of music encourages social interactions, cohesion, cultural understanding, and community participation*
- Education  
*We believe that music and music history are essential tools in the continuation of adult learning and in the overall development of our youth*
- Connection  
*We believe that music connects us to each other, strengthening our ability to build a better future together*

## **ABOUT THE FREIGHT**

Since its founding in 1968, the Freight & Salvage has been deeply rooted in that aspect of Berkeley's culture that embraces freedom, justice, acceptance, collaboration, and innovation. In 2008, the Freight moved to its current location at 2020 Addison Street with 490 seats in the heart of the Berkeley Arts District. The Freight presents more than 150 concerts and hundreds of classes, in person and online, every year, and is active in Berkeley's public and independent schools. For more information, visit [www.thefreight.org](http://www.thefreight.org)

## **POSITION OVERVIEW**

Reporting to the Director of Programming, the Talent Buyer is responsible for executing and supporting all aspects of concert booking for The Freight. The Talent Buyer will manage all aspects of music booking: budgets, scheduling, contracts, promotion planning, artist/agent relations, and ticket sales. The Talent Buyer will work in close coordination with the Director of Marketing and the Production Manager to successfully promote and plan show execution.

## **RESPONSIBILITIES**

- In partnership with the Director of Programming, curate 150+ performances annually in the Freight's Littlefield Listening room and Lobby Stage that align with the organization's mission.
- Initiate offers, schedule dates and times, approve contracts, advance Marketing assets, develop show descriptions, and oversee ticketing in coordination with the Box Office.
- Negotiate all contractual agreements between The Freight and artist agents
- Work with Finance and Events teams to execute night of artist and venue settlements and site advancements
- Execute annual business plan for performances, ensuring targeted goals are met
- Develop and manage annual concert budget
- Establish, build and maintain positive relations with agents, managers and industry representatives
- Serve as lead for all communications with artists and agents
- Coordinate and manage guest curators as agreed upon by Director of Programming
- Study market trends now and in the future to identify emerging music trends and opportunities for the Freight
- Attend weekly Marketing & Production meetings
- Responsible for forecast projections of concerts booked
- Maintain and manage venue calendars
- Regularly attend performances throughout the week

- Attend other meetings, lectures, workshops, etc. as requested.
- Represent the organization at regional and national events, conferences, or digital events that align with the organization's mission.

***DISCLAIMER: This job description is not designed to cover or contain an exhaustive listing of all activities, duties or responsibilities that are required of the employee. There may be additional duties as assigned.***

## **SKILLS, KNOWLEDGE & ABILITIES**

- Required: 3-5+ years' experience in music entertainment industry talent curation, promotions, or business development
- Required: Experience working with complex budgets and reaching financial goals
- Strong knowledge of roots and global music and concerts, both historical and contemporary
- Ability to work in fast paced environment
- Impeccable organizational skills
- Self-starter
- Must have a high level of expertise in G suite (G Calendar, G Docs, G Sheets, etc.)
- Willingness to work extended hours and perform expanded tasks.

Preferred/Desirable

- Experience in DEIA programming
- Experience with Tessitura or some other CRM

## **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

The Freight and Salvage is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.

## **TO APPLY**

Please submit a resume and cover letter to PC Munoz, Director of Programming at [PCmunoz@thefreight.org](mailto:PCmunoz@thefreight.org). Applicant materials will be reviewed on a rolling basis until a candidate is selected.

