



Degy World LLC.
9826 Montpellier Dr.
Delray Beach, FL 33446
(732) 818-9600

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State: FL

Zip: 33446

Website: <http://www.degyworld.com/>

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Organization Description:

Degy Entertainment and Degy World, LLC comprises several music and entertainment related divisions including Degy Booking International, its worldwide booking agency. The company, on the whole, is responsible for nearly 3,000 events annually in 30 countries. The company operates primarily in the college, military, festival, PAC, sports, corporate, and special event markets. In addition to exclusively representing over 100 entertainment acts & dance events, the company is one of the largest talent-buying agencies in the world for national music artists, comedians, speakers and celebrities. Degy World is the newest platform released by Degy Entertainment. This immersive, virtual avatar platform contains over fifty (50) spaces including music stages, expo halls, auditoriums, meeting spaces, and much more to fulfill every use case.

Description:

The World Event Coordinator position will directly report to the Chief Operations Officer. Learning on the job, the World Event Coordinator will assist with handling the logistics and operations on events that are booked by agents in Degy World. Duties for this position include (but are not limited to):

- Handling heavy call volume (inbound and outbound), emails, and other forms of communication with buyers, current clients, and the like;
- Assisting and supporting all working needs of the Degy World events team including interpreting contracts to clients, conducting walkthroughs (initial and final), and fully executing events;
- Assisting with the oversight and management of the Virtual Event Person (VEP) Intern program;
- Preparing and consistently updating documents, manuals and other process tools to maintain consistency of functions;
- Managing the client provided graphics and content population for events hosted in Degy World;
- Manage the operational needs of Degy hosted concerts that occur in Degy World;
- Manage and collaborate with the Degy roster artists in assisting them with their live, in-person events;
- Managing and overseeing the execution of various client facing events within Degy World;
- Working on a team to execute a long term operational strategy for events in Degy World;
- Collaborate on various administrative tasks associated with the events produced in Degy World;
- Accounting for and settling with the company's CEO on a daily/event-by-event basis to insure accuracy of all numbers under Coordinator's execution;
- Traveling to events, conferences/conventions, or meetings on a need basis;
- General office related duties;
- Other operational duties for the company as a whole, as assigned.

Qualifications:

Candidate should be a confident, outgoing, organized, process-oriented individual with good communication skills. Must have great phone skills, strong organizational skills, and a willingness to participate right from the start. Should be comfortable with the internet, social media, and other online platforms. Candidate should have previously functioned in an environment managing other people with the ability to staff events. Accounting and managing numbers will be necessary on a regular basis. Familiarity with Office 365 (Word, Excel, PowerPoint, Outlook, Teams, Azure, and other similar platforms), Sharepoint, and other related programs is a plus. Individuals should be able to work in a home office environment, with a comfortable, laid back demeanor. Hours will be long and demanding as the World Event Coordinator will be dedicated to running events in a digital events platform. Travel will be required, at times, to support events and develop relationships with clients. This may include occasional travel to conferences or conventions. This job is not an "8-5, M-F appointment" so work on Nights, Weekends, and some holidays will be required. Familiarity with higher education institutions as well as live event production experience is preferred but not a requirement.

Wage/Salary:

- Annual starting salary of \$40,000.00 (USD).
- Company pension program eligible after logged time.
- Ample vacation time.
- Expenses covered (office needs, cell phone plan, computer, travel). Cell phone is covered through corporate plan.
- Home working environment.
- Flexible hours.

Start Date:

January-February 2021 (per discussion)

Work Location:

All Degy employees (including agents, operations, finance and support teams) work independently and remotely from their home market, however each employee must be prepared to travel, as needed.