



Degy Booking International, Inc.
9826 Montpellier Dr.
Delray Beach, FL 33446
(732) 818-9600

Organization: Degy Booking International, Inc.

Address: 9826 Montpellier Drive

City: Delray Beach

State: FL

Zip: 33446

Website: www.degy.com

Contact Name: Ari Nisman

Secondary Contact/Supervisor's Name: Evan Schaefer

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Organization Description:

Degy Booking International, is a worldwide booking agency responsible for over 2,000 events annually. The company operates primarily in the college, military, festival, PAC, sports and corporate markets. In addition to representing 100+ acts & dance events, the company is one of the largest talent buying agencies for national and international music artists, comedians, speakers and celebrities.

Job Description:

The Major Events Operations Manager position will directly report to the Chief Operations Officer. The Ops Manager will support major event operations and logistics by managing and executing events of varying sizes and types.

Duties include (but are not limited to):

- Assist and support the company's major events including but not limited to: facilitating advance processes between clients and performers, managing marketing approvals, and assisting clients with contract review across a diverse portfolio of clients.
- Ensure compliance with insurance, health, legal, and safety requirements.
- Provide onsite logistical live event management support, as needed;
- Participate in weekly staff and department meetings to further enhance and develop operational processes;
- Create request for quotes and/or proposals for production and other essential operational event services;
- Handle heavy volume of calls (inbound and outbound), emails, and other forms of communication with buyers, current clients, agencies, managers, tour personnel, and others;
- Traveling to events, conferences/conventions, and/or meetings;
- Hours will be long and demanding as the Major Events Ops Manager will be dedicated to the company needs. This job is not an "8-5, M-F appointment"; and work on nights, weekends, and some holidays may be required.
- Maintain extensive event communication and project management documents;
- General office related duties;
- Other duties as assigned.

Minimum Qualifications:

- Experience with live event management and history of providing professional onsite logistical support in multiple areas;
- Confident, outgoing, organized, and process-oriented individual with strong interpersonal communication skills;
- Excellent organizational skills, including multitasking, time management and meticulous attention to detail;
- Comfort with the internet, social media, Zoom, and other online platforms;
- Proven experience with troubleshooting and problem solving in high intensity situations;
- Comfort with Office 365 (Word, Excel, PowerPoint, Outlook and other similar platforms)



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Preferred Qualifications:

- Familiarity with entertainment industry including but not limited to: music, comedy, and speakers
- Ability to handle pressure and make split-second decisions.
- Familiarity and experience with higher education institutions.
- Familiarity with file organization systems like SharePoint, Azure, Salesforce, other related programs.

Wage/Salary:

- \$47,500 (USD) Base Yearly Salary.
- Participation in company profit sharing plan after one year employment
- Paid time off
- Expenses covered (home office internet, cell phone, computer, travel). Cell phone covered through company plan.
- Home working environment.
- Flexible hours.

Projected Start Date:

October 15, 2022 or November 1, 2022

Work Location:

All Degy employees work independently and remotely from their home, however they are prepared to travel at any time. For travel and meeting purposes, we are looking for N. American based applicants.

Want to Apply?

Please send your resume to careers@degy.com and please reference Major Event Operations Manager in the subject line.