



**Address:** 9826 Montpellier Drive

**City:** Delray Beach

**State:** FL

**Zip:** 33446

**Website:** [www.degy.com](http://www.degy.com)

**Contact/Supervisor's Name:** Ari Nisman

**Phone:** 732-818-9600 / **Fax:** 732-818-9611 / **E-mail:** [info@degy.com](mailto:info@degy.com)

**Position Description:**

The Agent Assistant position will directly report to one of our Booking Agents at the company. Learning on the job, the Agent Assistant will spend approximately 18 months training as an assistant while being groomed to assume a full-time booking agent role at the company. The goal is for this individual to learn and digest all elements related to the job of a booking agent (first 6 months), perform supervised tasks of a booking agent (second 6 months) and then develop an active book of clients while booking shows independently (third 6 months). At the successful completion of the timeline, the Agent Assistant will transition into the role as a full-time commission-based booking agent.

Duties include (but are not limited to):

- Handling heavy telephone calls (inbound and outbound), emails, and other forms of communication to potential buyers, current clients, agencies, managers, and the like;
- Assisting and supporting all working needs of the Booking Agent including the preparation of offer sheets, proposals, research, and more;
- Creating outgoing requisitions and RFPs along with pitching clients;
- Participating and overseeing lead generation initiatives;
- Booking and contracting shows;
- Inputting data consistently into the database system and researching new data and leads for the agent (this may involve extensive online work and research);
- Traveling to events, conferences/conventions, or meetings;
- Designing materials, decks, and pitch materials to accumulate new business leads;
- Oversee lead generation teams, and participate in meetings related to such;
- Coach and administer projects with the intern staff dedicated to the CEO's desk;
- General office related duties;
- Other duties as assigned.

**Qualifications:**

Candidates should be aggressive, confident, sales-oriented individual with good communication skills. Must have good 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. Must know how to navigate work, excel, powerpoint, outlook, and other similar Microsoft Office 365 suite programs. Knowledge of Salesforce is a plus. Individuals should be able to work remotely in a business environment, but with a comfortable, laid-back demeanor. Hours will be long and demanding as the agent assistant will be dedicated to the business needs of the CEO. Travel will be required to support events and develop relationships at both meetings and conventions.

**Wage/Salary:**

\$36,500.00 Annual Salary

- Opportunities for bonuses based on performance.
- Qualification into the company's pension program after program time served.
- Vacation time.
- Expenses covered (office, cell phone service, computer, travel).
- Opt-In medical program.
- Cell phone covered through company phone plan.
- Remote (home based) working environment.
- Opportunity to travel.
- Flexible hours.

**Start Date:**

January 1, 2023 (flexibility on the official start date for the selected candidate).

**Work Location:**

This is a remote/work-from-home position. All Degy staff (including agents and support teams) work independently and remotely from their home market. However, they are prepared to travel regularly as part of the core job.

**Organization Description:**

Formed 25 years ago, DEGY is a forward-thinking, well-established entertainment conglomerate with 20 staff members working across five different companies. DEGY comprises several music, entertainment and travel companies across its portfolio.

They include:

- Degy Booking International, its worldwide booking agency responsible for 3,000 events annually. The company operates primarily in the college, military, festival, PAC, sports and corporate markets. In addition to exclusively representing 100+ 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, its virtual business which operates an active metaverse platform.
- Degy Consulting Services, its entertainment consulting firm.
- Sponsored Tours, LLC, its sponsorship and brand based touring business.
- Ignite Cruises, LLC, its travel and cruise company focused on developing and executing destination events and vacations.

DEGY provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, DEGY complies with applicable state and local laws governing nondiscrimination.

Please send cover letter & resume to: [careers@degy.com](mailto:careers@degy.com)

Subject line should reference: Agent Assistant Position