



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

Organization: Degy Booking International, Inc.

Corporate 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

Phone: 732-818-9600 / Fax: 732-818-9611

E-mail: careers@degy.com

JOB POSITION: MAJOR EVENTS OPERATIONS MANAGER

TYPE: REMOTE WORK POSITION

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 the advance processes between clients and performers, managing marketing approvals, and assisting clients with contract review across a diverse portfolio of client markets.
- Support the desk of agent(s) and assistants at the company in event operations matters;
- Ensure compliance with insurance, health, legal, and safety requirements;
- Provide onsite, logistical, live event management support;
- Participate in weekly staff and department meetings to further enhance and develop operational processes;
- Create and negotiate RFPs & RFQs (request for quotes and/or proposals) for production and other essential operational event services;
- Handle heavy volume of emails, calls (inbound and outbound), and other forms of communication with buyers, current clients, agencies, managers, tour personnel, and others;
- Travel to numerous 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 will be required;
- Maintain extensive event communication and project management documents through Salesforce, Asana, and other Microsoft Office products;
- 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, teams 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);
- Working familiarity with Asana and Salesforce are a plus.



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Preferred Qualifications:

- Familiarity with entertainment industry including but not limited to: music, comedy, celebrities and speakers.
- Ability to handle pressure and make split-second decisions.
- Familiarity and experience with higher education institutions.

Wage/Salary:

- \$47,500 (USD) Base Yearly Salary plus bonuses.
- Company profit sharing program.
- Vacation time.
- Opt-in medical insurance plan.
- Travel program benefits.
- Work expenses covered (office, cell phone, computer, travel).
- Remote, home working environment.
- Ability to travel.
- Flexible hours.

Projected Start Date:

July 2023

Work Location:

Remote working environment. No relocation is required.

All staff members at company work independently and remotely from their home market. Each staff member is prepared to travel to events or meetings, as needed.

Organization Description:

Formed over 25 years ago, DEGY is a forward-thinking, well-established organization with 19 staff members working across five different companies. DEGY's family of companies is comprised of 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
Subject line should reference: Major Events Operations Manager