



Title: Talent Buyer Reports To: Executive Director
Job Status: Full-Time Employee, exempt Date: January 2022
Manages: Technical Production contract staff, interns if applicable

Organization Overview: The Acorn is a 300 seat venue and creative space. Homegrown in Three Oaks, Michigan, we are dedicated to providing good times for everyone in Harbor Country.

The Acorn fills the year with a breadth of diverse programming that ensures no two events are alike. Performances span from Americana to indie/alternative to world music, from gut-splitting comedy to heart-wrenching drama to feel-good entertainment. Local stars premiere new works. Regional performers, playwrights and songwriters springboard their careers. Renowned national and international artists reinvent, refresh, reconnect with their art. The Acorn bonds performers and audiences. It's a reputation we proudly foster.

The Acorn is also people. Talented staff, board members and volunteers who spark ideas and make them a reality. We'd love to have you join our team! The Acorn is an equal opportunity employer and values diversity. All employment is based on qualifications, merit and business need.

Summary: The Talent Buyer is responsible for identifying, booking, and executing high-quality performances for The Acorn Center for the Performing Arts (ACPA). This position will program ~50 profitable shows throughout the year; achieved by effective communication and coordination among internal and external stakeholders. They will be in attendance at many performances as the venue liaison to artist and production. The Talent Buyer reports to the Executive Director.

Essential Functions and Responsibilities:

- ACPA Presented Shows:
 - In conjunction with Executive Director; identify, negotiate and contract national touring artists
 - Maintain knowledge of current industry trends. Actively research artists for consideration and maintain good working relationships with artist management and agencies
 - Ensure profitability: with Director of Operations; monitor production budgets, profit analysis.
 - Collect artist marketing assets: with Marketing Manager maintain brand personality and increase ticket sales.
 - Manage the programming calendar
 - In a staff capacity, attend the Programming Committee of the Board of Directors meetings
 - Other duties as assigned

- Production Advance:
 - Coordinates with artist management or outside promoters regarding pre-show load-in and sound check schedule
 - Communicate all technical production requirements including stage plot and tech rider

- Manage and schedule sound techs
- Coordinate Artist Hospitality and Housing
- Schedules routine and special single event tunings for piano
- Day-of-Show:
 - Artist Liaison on-site for select performances
 - Night-of-Show Settlements, when necessary
 - Cross-trained as Front of House or Box Office

Skills, Knowledge and Abilities

- Provide broad knowledge of many music genres: Rock/Pop, Americana, Bluegrass, Country, Classical, Jazz and related genres from new/emerging talent to established/legendary artists. Knowledge of Comedy, theater, or spoken word preferred, but not required.
- Bachelor’s Degree related to the field of Music Business/Theatre/ Event Management and/or considerable working experience in cultural arts, venue management, programing, or any other experience that provides the same knowledge.
- Excellent customer service skills and ability to develop relationships with patrons, volunteers, artists Board Members and colleagues
- Excellent communications skills, written and verbal
- Comfortable in a leadership position
- Positive attitude
- Organized with an attention to detail
- Knowledge of Google Suite including: Analytics, Reviews, Docs and Sheets
- Knowledge of ticketing systems a plus (OvationTix)
- In accordance with The Acorn’s current safety policies, all employees must be fully vaccinated against Covid-19 or provide regular negative test results

This position requires flexible hours including evenings and weekends.

The Acorn is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status or any other occupationally irrelevant criteria.

To apply, please send a cover letter and resume to ACORNOPS@AcornLive.org using the subject “Talent Buyer Application_Last Name”.