

Logistics Manager (BPitch Booking Roster):

- Responsible for issuing contracts and invoices for all our artists, once the deal has been confirmed by the Booking & Event Manager (except for Ellen Allien). This include also to follow up with promoters, club bookers and booking agents in order to get contracts signed and invoice paid on time;
- Responsible for updating BPitch and EA Website/Songkick dates section (weekly on Mondays) and to update all PR departments (BPitch/EA PR & social media) about CFD shows (weekly on Mondays). This task include also updating the BPitch Website with ticket/event links as soon as they are released online;
- Responsible to update promoter lists in Details, Asana and MailChimp accordingly to Booking/Event Manager requests (weekly on Mondays);
- Responsible for organising travel, checking hotels and pick ups for all our artists in the booking roster (except that for Ellen Allien). The process starts as soon as the contract has been signed and the BF invoice paid;
- Responsible for assisting the BPitch Booking Agent in forecasting tour costs / profit for our artists when traveling overseas. Responsible also to coordinate VISA/A1 and other travel or taxation documents;
- During Advancing for BPitch Booking Roster: responsible to keep Details custom checklist organized, making sure to store the artwork approved by BPitch Booking Agent, in order to secure a smooth workflow between departments;
- Responsible to send reminders to promoters/clubs/agents about open invoices – after confirmation from Booking Agent/Event Manager;
- Responsible to send final itinerary with information to self check-in to all our artists;
- Responsible to issue boarding card and BPitch custom tour itinerary for Ellen Allien. All logistics info for EA must have been previously approved/checked by Booking & Event Manager.

Event Production Manager (We Are Not Alone, Vinylism, UFO Rave):

- Responsible to issue contracts and invoices for all our artists, once the deal has been confirmed by the Booking & Event Manager;
- Responsible to send the final “confirmation email template” for each act confirmed by the Booking/Event Manager, putting in Cc club/promoter, booking agent and BPitch social media team;
- Responsible to store all contracts, invoices, press kits and other promo material in Asana, ensuring access to BPitch social media & PR departments;
- Responsible to send the artwork for final approval to all booking agents of guest artists involved – once confirmed by Booking/Event Manager;

- Responsible to check artists' online activity – if they have accepted co-host request on FB, if they are posting about the event, sharing contacts online, etc;
- Responsible to put in touch the visual artist with the tech team of the venue, in order to organize the set up and material for the visual installation (WANA) – after Booking/Event Manager final confirmation;
- Responsible for sending itineraries to all BPitch artists and help as Event Manager on site during the date of the event.