

Full-Time / Part-Time | Dallas, TX | Immediate Start

**13th Floor Music** is a premier music booking and management agency providing curated live entertainment for high-end hospitality groups, hotels, and luxury private events. We are seeking a highly disciplined **Associate Booking Assistant** to provide critical administrative and operational support to our Booking Management team.

## About the Role

The Associate Booking Assistant's primary objective is to assist the Booking Assistant daily in maintaining the operational momentum of the agency. This position focuses on the precise execution of booking workflows, client-facing portal management, and artist advancing. Success in this role requires a high level of coordination with the Booking Assistant to manage time-sensitive reminders, ensuring that no booking falls into a critical cancellation window.

This is a technical, detail-oriented position requiring a "zero-error" mentality and the ability to manage complex scheduling across multiple digital platforms.

## Responsibilities

- Prepare daily prioritized task summaries and audit upcoming booking gaps for the Lead Agent.
- Execute "Show Advances" via Xero, ensuring all artists receive load-in procedures, set times, and payment terms.
- Generate and track Performance Agreements and NDAs using Jotform; ensure all legal documentation is signed and archived.
- Maintain 100% accuracy in the client-facing portal, including real-time updates for talent profiles and venue databases.
- Monitor the 2-week cancellation window to prioritize short-term booking coverage and protect agency revenue.
- Manage new talent integration, including the collection of promotional assets and financial onboarding.
- Serve as a secondary point of contact for clients and artists, ensuring a 24-hour response standard for all correspondence.

## Qualifications

### Required

- Demonstrated ability to manage high-volume data entry and complex scheduling.
- High proficiency in professional correspondence (Email, Text, Phone) with a focus on "Perfect Timing" follow-ups.
- Experience with Xero, Jotform, Google Workspace, and proprietary booking portals.

- Commitment to clock-in/clock-out procedures and the delivery of standardized end-of-shift reports.
- A firm understanding of the financial implications of deadlines and the "Cancellation Window" protocol.

### **Preferred**

- 2+ years of experience in an administrative or coordinator role within the music, entertainment, or hospitality industries.
- Familiarity with the luxury hospitality landscape in Dallas.
- Experience in contract administration or basic bookkeeping.

### **Work Environment**

- A fast-paced environment that requires rapid pivoting between long-term strategy and urgent "day-of" logistics.
- A culture built on Standard Operating Procedures (SOPs) and clear, documented workflows.

### **Compensation & Start**

- Competitive compensation commensurate with experience.
- Immediate start.

### **How to Apply**

Please submit a resume and a brief professional statement outlining your experience in high-volume coordination and your approach to detail management to [marcello@13thfloormusic.com](mailto:marcello@13thfloormusic.com) with the subject line: **Associate Booking Assistant Application**.