



PROGRAMMING MANAGER

ACE is seeking a smart, experienced entertainment executive to assist in acquiring talent for its network of live entertainment venues. ACE seeks to employ the successful candidate to work in its office in Nashville, Tennessee.

Reports To: DIRECTOR OF PROGRAMMING

Job Description:

- Represents ACE Theatrical Group network of venues to talent agents and managers
- Coordinates offers and contract negotiations with Director of Programming and venue management, and executes same based on direction from the Director of Programming
- Presents booking to ACE staff opportunities during weekly network programming calls
- Network Venues:
 - San Antonio - Majestic Theatre (2,279 seats), Empire Theatre (856 seats)
 - New Orleans – Saenger Theatre (2,613 seats) and Mahalia Jackson Theater (2,171 seats)
 - Brooklyn, NY – Kings Theatre (3,007 seats)
 - Houston Texas - Smart Financial Centre at Sugar Land (3,000 up to 6,500)
- Principal area of focus – Subject to the direction of the Director of Programming, Assistant Talent Buyer will work to:
 - Develop younger demographic, 18-34 audiences and other artists as assigned
 - Alt Rock, Alt Pop, AAA, Roots, Rock, Young Country and Comedy
 - Activate Boutique Agencies
 - Windish, Millions, etc.
 - Collect Artist avails from agencies
 - Coordinate all self & co-promotion activity for shows booked with venue marketing teams
 - Coordinate with venue general manager and Director of Programming on rentals and approve all commercial rentals based on corporate policy
 - Conduct market and industry research for prospective artists
 - Coordinate all technical matters and rider requirements with venue technical staff
 - Expedites & manage the distribution of all contract documents to and from network Contract Administrator

Salary, Bonus structure, health benefits and 401(k) included in compensation package. Send cover letter and resume to Human Resources c/o ACE Theatrical Group, 208 East Houston Street, San Antonio, Texas 78205, or email to hr.acetheatrical@gmail.com

ACE is an equal opportunity employer

ACE THEATRICAL GROUP, LLC.
Entertainment Venue Development & Operations

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