

## **Marketing and Booking Agent**

### **Job Narrative**

The marketing and booking agent provides all sales and customer service functions for the Black Man's Think Tank/*Mii*® Speakers Bureau and acts as a booking agent for all its speakers/members.

### **Qualifications**

- Must have an associate's degree or higher, bachelor's degree or higher preferred.
- Must have excellent oral and written communication skills.
- Must have at least 4 years sales experience in nonretail industry.
- Must be able to work independently and have excellent time management skills.
- Must have computer with Internet accessibility and be proficient with Microsoft Office applications such as Word, Excel, and Access.

### **Responsibilities**

- Solicits speakers/members using multi-faceted approaches such as mailings, telemarketing, and Internet marketing strategies.
- Promotes the bureau and its members using multi-faceted approaches such as mailings, telemarketing, and Internet marketing strategies.
- Handles all communications on behalf of the bureau and its speakers/members.
- Acts as agent for all speakers/members by negotiating speaker fees and administering contracts.

### **Compensation**

This is an independent contractor position. In full consideration of all services performed by contractor as described in the contract, Black Man's Think Tank, Inc. shall pay contractor 7.5% of all received booking fees and 15% of all initial and recurring membership service fees.

### **General Information**

The BMTT manages all aspects of the Web site(s), provides technical support to the contractor when needed, and handles all account receivables, account payables, and collections.

Training and sales leads are provided.

Call Marlon at (937) 716-8027 for an interview or email him at [info@bmtt.org](mailto:info@bmtt.org).