



NEDERLANDER
NATIONAL MARKETS LLC
A NEDERLANDER PRESENTATION

Programming Assistant – Concerts & Comedy
DURHAM PERFORMING ARTS CENTER (DPAC) & NEDERLANDER NATIONAL MARKETS

THE POSITION: The Programming Assistant's role is to assist the Director of Programming – Concerts & Comedy, in all facets of the concerts and comedy events at the theaters.

The position reports directly to the Director of Programming and works collaboratively with the DPAC team including Marketing, Production, and Finance and the Nederlander National Markets team.

Responsibilities include but are not limited to:

- Conduct and organize artist research for offers including social media metrics, venue history, market history and other relevant sources
- Process and revise artist contracts
- Track the status of artist contracts, co-promoter agreements and artist deposits
- Assist in the settlement of shows and the development of mock settlements
- Report settlement data to trades including Pollstar, Billboard, and Celebrity Access
- Maintain a grid of other music venues in Raleigh-Durham, DC, Norfolk, and Richmond markets and the artists performing at these venues
- Research potential artists to pursue for the theaters
- Provide weekly summary of finals reported to Pollstar in our markets and for any artists of interests
- Provide a weekly snapshot of Spotify genre charts
- Provide a weekly snapshot of Podcast charts
- Provide a daily snapshot of ticket sales for non-DPAC shows
- Maintain a grid of upcoming album releases
- Develop unique gift ideas for artists with assistance from marketing department
- Other duties related to programming as assigned

Please send resume and cover letter to bsaks@dpacnc.com