

Job Title: Booking Assistant/Coordinator

Company: 432 Presents

Location: Glasgow, UK

Hours: 20/25 hours per week

Company Overview

432 Presents is a leading independent concert promoter based in Glasgow, dedicated to fostering a vibrant live music ecosystem. We oversee a diverse portfolio of live events, ranging from grassroots shows to large-scale performances in premier independent venues across the UK. We are currently seeking a highly organized, detail-oriented Booking Assistant/Coordinator to support our core team and streamline our internal processes.

The Role

This is a dual-function role designed for a candidate who combines administrative excellence with a sophisticated understanding of the contemporary music scene. The successful candidate will manage the critical administrative tasks of the booking team and provide strategic support through artist research and local talent scouting.

Key Responsibilities

Operations & Administration

- **Workflow Management:** Systematically moving correspondence and data from executive inboxes to the appropriate internal departments (Production, Marketing, and Ticketing).
- **Information Systems:** Maintaining and updating production sheets and venue calendars.
- **Asset Retrieval:** Proactively chasing artists, artist management, and agents for essential marketing assets and production contacts.
- **Venue Coordination:** Managing The Hug and Pint calendar availability and facilitating communication with external promoters and agents.
- **Contract Administration:** (Experience dependent) Assisting in the drafting, issuing, and filing of artist performance contracts.

Booking & Artist Research

- **Support Programming:** Assisting the Lead Promoters (Lizzie and Phoebe) by identifying and suggesting appropriate support acts for touring rosters, focusing on the emerging Glasgow scene.
 - **Market Intelligence:** Compiling comprehensive lists of new signings for major/independent agencies and labels to ensure 432 Presents remains at the forefront of A&R.
 - **Competitive Analysis:** Analyzing domestic and international festival lineups to identify routing opportunities and potential headline bookings for the region.
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Candidate Profile

- **Industry Knowledge:** A demonstrable connection to the Glasgow music scene and a deep appreciation for the independent venue circuit.
- **Administrative Precision:** Exceptional attention to detail; you are someone who thrives on organization, spreadsheets, and deadline management.
- **Communication:** Highly professional verbal and written communication skills, with the ability to interface confidently with international agents and tour managers.
- **Technical Proficiency:** Advanced knowledge of Google Workspace (Sheets, Docs, Calendar) and collaborative project management tools.
- **Proactive Disposition:** The ability to work independently, prioritize high volumes of information, and anticipate the needs of a fast-paced booking office.

Application Process

To apply, please submit a professional CV and a brief cover letter outlining your relevant experience in music administration or the Glasgow live scene to hello@432presents.com

Our team is trained by the Good Night Out Campaign, creating safer music, culture and nightlife.

We value diversity and are committed to fostering an inclusive environment where individuals from all backgrounds feel welcomed, respected, and empowered to contribute their unique perspectives and talents.