



## Talent Management

### Position Description

**National Cherry Blossom Festival, Inc.** is currently seeking Talent Management consultant for the upcoming 2019 National Cherry Blossom Festival.

### Company Description

The National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

### Responsibilities

#### **TALENT MANAGEMENT for National Cherry Blossom Festival Parade®**

- Be the main point of contact on behalf of the Festival with Parade talent and/or their representation prior to the event and on-site.
- Fulfill rider requirements for Parade talent, including but not limited to travel, ground transportation and accommodations arrangements, and hospitality requirements within an approved budget.
- Create complete travel, ground transportation and accommodations itineraries for each Parade talent.
- Coordinate with Parade talent to obtain bios, photos and promotion information.
- Distribute performance fee payments to Parade talent.
- Train Parade volunteer talent handlers and drivers at Festival Volunteer Orientation (TBD March 2019).
- Attend Parade production meetings (TBD week of April 8, 2019).
- Manage Parade volunteer talent handlers and drivers on day of event.
- Manage transportation of talent around event site, ensuring talent is where they are needed and when.
- Set up, manage, and break down talent green rooms and dressing rooms.
- Order, receive and manage talent food and beverage.

#### **HOTEL BOOKING**

- Work with Festival Event Managers to establish and manage a list of hotel rooms needed for staff, contractors, talent, etc., for the 2019 Festival.
- Manage hotel room night inventory owned by the Festival to fill hotel needs:
  - Track and utilize the Festival's in-kind hotel room nights;
- manage hotel reservations, coordinate and communicate with talent

#### **POST-FESTIVAL**

- Assist with budget reconciliation for all hotels booked and talent management expenditures.
- Write a wrap-up report detailing observations, lessons learned, recommendations and amount of time spent on project.

- Attend Festival recap meetings.

## **Term of Project**

- October 1, 2018 – May 3, 2019

## **Qualifications**

- Past experience working directly with talent and/or their representation to fulfill talent rider requirements
- Past experience managing volunteers
- Planning and organizational skills
- Detail-oriented

## **Application Instructions**

Please send a cover letter and resume to Diana Cirone and Kim Marshall, National Cherry Blossom Festival's Event Managers, at [dcirone@ncbfdc.org](mailto:dcirone@ncbfdc.org) and [kmarshall@ncbfdc.org](mailto:kmarshall@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.