



## **CONTRACT ADMINISTRATOR**

### **Position Description:**

The Contract Administrator will support the management team for Z2 Entertainment's event business. This role will review artist and rental contracts and agreements. Ideal candidates should be dependable, organized, detail oriented, and consistent in their work. Experience with contracts is preferred.

This is a full time non-exempt position located in the Z2 Entertainment office in Boulder, CO.

### **Duties and Responsibilities, including but not limited to:**

- Manage, coordinate, and review artist and rental contracts including issuing, mark-up, clarifying deal points, receipt and processing. Creating addendums, as needed.
- Submit edited contracts to respective buyer or venue general manager for approval and issue to artist, vendor, co-promoter, or sponsor.
- Initiate wire requests/deposits for artist and/or venue and submit for approval. Work closely with the accounting team to process wire requests and deposits, including timely follow up.
- Ensure that all event files are up to date with new or revised contracts, insurance agreements (COI), and W-9s.
- Collect W-9s for all show payments and verify payment details. Follow up with management/artist teams for missing information. Submit an accurate and complete W9 spreadsheet to accounting at the end of the year.
- Send show finals and proof of payments to artist teams.
- Performing Rights Organization (PRO) fees - submit quarterly payments for ASCAP and BMI for 3 theaters, including one annual payment required for SESAC. Track Invoices and payments with detail and submit updates to accounting. Knowledgeable of PRO requirements.
- Collect quarterly ticketing data and submit reports to other entities in a timely, accurate manner with correct formatting, as needed.
- Create a detailed log of confirmed shows - track deal details and contract requirements
- Develop and update the contract processes and create efficient ways to disseminate information.
- Utilize Adobe, Google Suites, and/or Canvas to edit/manipulate PDF files, markup contracts, track contract status, create/update "stamps" for easy contract markup.

### **Knowledge/Skills/Experience:**

- High school diploma or equivalent; Bachelor of Arts/Sciences Degree preferred.
- 2-4 years of related office administration work experience.
- Basic understanding of contract administration and legal language preferred.
- Exceptional organization, interpersonal skills, attention to detail and follow-through abilities.
- Outstanding written and verbal communication skills.
- Ability to prioritize, organize, motivate, problem solve, follow up, and communicate.
- Ability to work quickly and independently, and as part of a team, within a fast paced and deadline driven environment.
- Ability to compare and analyze documentation.
- Proficient computer skill, including Microsoft Office programs (Excel, Outlook, Word), Google products (Gmail, Google Drive) and Adobe software preferred. Prism (operating system) experience would be an advantage.
- Knowledge of the music industry is a plus.

### **Reporting Relationships:**

- Reports to: Vice President, Concerts + Programming and Senior Talent Buyer; General Managers for rental contracts and payments, as needed.
- Direct reports: None.

### **Pay Range:**

- \$45,000 to \$55,000. Pay commensurate with experience.

### **Benefits:**

- Z2 offers a comprehensive benefits package that includes: Medical, Dental and Vision insurance, paid office holidays, PTO and Paid Sick Time.
- 401k Plan (upon eligibility).

### **Physical Requirements:**

- Must be able to climb stairs as the office is located on the second floor. Employees must be in suitable physical shape to meet these requirements and alert the supervisor if he or she becomes unable to do so.

Z2 Entertainment reserves the right to change or modify the employee's job description whether orally or in writing, at any time during the employment relationship. Z2 Entertainment may require an employee to perform duties outside their normal description.