

Business Manager, job description

Greg Scheer is a composer, author, and speaker who is seeking someone to manage the business side of his freelance career. This is currently a 5-10 hour/week position; it may grow in hours and include commissions in the future. The ideal candidate will:

- Be organized
- Work independently
- Have good communication and negotiation skills
- Be comfortable with technology
- Have some knowledge of music, worship, and publishing
- Local preferred, but open to exploring other options

Greg is involved in a wide variety of projects, from composing new music to speaking at conferences. The business manager's roll will be to help him fully monetize his current work, find new streams of revenue, and take care of the day-to-day business details, allowing him to concentrate more fully on his creative work. Some tasks will include

Business

- Negotiate fees with clients
- Set up and monitor bank account
- Basic book-keeping
- Tax records
- Setting up and monitoring e-commerce

Organization

- Arrange travel details
- Update website
- Copyright and CCLI registration
- Keeping a to do list for both of us

Marketing

- Booking speaking engagements and tours
- Publisher submissions and follow up
- Overseeing social media
- Exploring new opportunities

Please contact Greg Scheer (greg@gregscheer.com) with any questions or to apply for the position.