



Booking Agent
Interview Connections

Interview Connections is seeking to add its next superstar to our rapidly growing team! Booking Agents work directly with our clients on their podcast guesting marketing strategy by booking them on the right podcasts in their niche. Candidates must be able to work in our Cranston, RI office 3 days per week and may work remotely 2 days per week.

Candidates must be strong in time management, project management and reporting, analysis and written and verbal communication. Superior attention to detail is a must.

Responsibilities Include:

- Effectively pitching podcasts or guests, depending on the account
- Keeping all client accounts on track so that no accounts miss their deadline
- Generating no less than the minimum required number of referrals per week
- Working productively within scheduled time blocks (doing the correct tasks during the correct blocks)
- Contributing to monthly team sales goals through great client retention and consistent referral generation
- Connecting clients with podcasts for interviews (or with guests for show accounts)
- Strategizing with and advising clients on which podcasts are best for them to appear on
- General client care including weekly check ins, calls and prompt responses to any and all questions
- Working with clients and designers to create one sheets
- Researching shows and/or reviewing and assigning them to clients for approval
- Working with show researchers to create effective show lists for clients
- Understanding and documenting client's goals for interviews and target audience
- Contributing positively to the team dynamic in the office (being kind, respectful, solution-oriented and venting upward and in private to management when frustrations arise)
- Maintaining and updating all spreadsheets and project management tools so they are accurate and neatly organized
- Ongoing education within the company to learn about podcasting, marketing, client retention, and business growth.

Booking Agents are expected to meet and exceed specific key performance indicators (KPIs) around weekly bookings, referrals generated and sales, and are expected to close 4x their salary in sales (\$120k a year minimum in sales).

Requirements of the Position

- Must have strong communication skills
- Must be able to work well under pressure and THRIVE working under constant deadlines
- Must be comfortable working quickly and effectively within a structured schedule
- Must enjoy a fast paced work environment
- Must be flexible and comfortable with change

Compensation and Benefits

\$15/hr + Uncapped Commission

Health and dental available

PTO and Sick Time

How to Apply:

Email your cover letter and resume to matt@interviewconnections.com.

About Interview Connections

Interview Connections is the leading podcast booking agency in the world. The company was founded in 2013 by Jessica Rhodes. Co owned by Jessica Rhodes and Margy Feldhuhn, Interview Connections works with successful service based online entrepreneurs who want to leverage guest expert appearances on podcasts to build more brand awareness in their business.

The Interview Connections team of Booking Agents are the podcast powerhouses behind many of the record breaking book launches you've seen today, with clients such as Ali Brown, JJ Virgin, Perry Marshall, other authors you may know, and numerous PR agencies who hire them for their podcasting savvy and booking skills.

Jessica and Margy are committed to ongoing philanthropic work in their local community. Margy is very active in animal rescue, and organizes a yearly fundraiser called Art for Animals. In 2019 she was recognized for her efforts with a "Humane Heroes" award. Jessica is an active member of her son's public school Design Team where she is helping to improve the student experience. She is also a volunteer for Foster Forward where she mentors a 17 year old girl in foster care.

