



## JOB DESCRIPTION

### BOOKING AGENT

**ADOPTED DATE:** October 19, 2021  
**LAST REVIEW/REVISED DATE:** Oct 26, 2021

**SUPERVISOR:** Senior Booking Agent

**PRIMARY FUNCTION:** TKP Booking Agents are responsible for calling, booking, and scheduling The KALIB Project (TKP) Goal-Setting Presentation with potential schools and businesses. Serve as an intermediary between a company or school and its prospects or clients. Demonstrate strong interpersonal, organizational, and communication skills. And a variety of responsibilities, including recruiting, educating, and supporting existing clients with information and assistance related to The KALIB Project (<https://www.loudfridge.com/education>).

**ADDITIONAL JOB INFORMATION:** Every individual has patterns and behaviors that hinder them from reaching their highest potential. The KALIB Project provides expert advice and impactful motivation for students of all ages to overcome those obstacles, inciting them to not only achieve their goals but exceed them by practicing the acronym,

**KALIB: Keep, Aspiring, Learning, Innovating, and Believing!**

The KALIB project aims to deliver education, inspiration, and entertainment to schools, using the riveting story of how John Wells III made his dream a reality by publishing his book series, *The Kalib Andrews Chronicles* ([www.thekalibandrewschronicles.com](http://www.thekalibandrewschronicles.com)). He demonstrates how students can achieve their dreams through goal-setting, hard work, tenacity, and a constant desire to learn. As an esteemed public speaker, author, and former educator, John strives to make every event a memorable experience, placing a significant emphasis on delivering actionable content and inspiring the next generation to reach their greatest potential.

**QUALIFICATIONS:** Highly focused on identifying and engaging prospective schools to achieve results

Applicants for this position should be self-motivated, organized, and have exceptional communication skills; they should also possess the knowledge and skills required to perform the position's duties.

Expertise in a variety of computer and web-based applications

Possess the ability to build and maintain productive business relationships

Motivated, goal-driven, and experienced salesperson with a proven track record

A strong selling and communication skillset

The ability to prioritize, manage time, and be organized

Ability to manage relationships and be open to feedback

**EMPLOYMENT**

**CLASSIFICATION / HOURS:** Independent Contractor

**RESPONSIBILITIES:**

Promote and Market The KALIB Project to existing and prospective customers/schools with call scripts provided by The KALIB Project.

Build and maintain positive business relationships with customers.

Contact potential customers by cold calls.

Meeting agreed-upon booking/sales targets and achieving the desired results within the agreed timeframe.

Provide management with reports on customer needs, problems, interests, and competitive activities.

Continually improve with feedback.

**PAY:**

Commission.

*Note\* This is a commission based position that can make up to \$1400/week*

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This position is 100% remote, however, Loud Fridge Entertainment is dedicated to COVID-19 safety and protocol. In the unlikely event that employees are required to meet in person, all the necessary COVID-19 precautions will be followed.