

Opening for the assistant position to the CEO and head talent agent at major celebrity commercial talent agency in Beverly Hills.

Must be weathered-- agency experience necessary. Legal and marketing experience a plus.

Typical day-to-day operations include fast pace rolling calls, drafting and scribing emails from dictation, heavy scheduling and travel arrangements, daily casting submissions on projects, invoicing, going through contracts and a lot of research in the industry.

Qualities of the ideal candidate:

Good listener and knows how to prioritize. Candidate is highly detailed, intuitive and takes initiative. Strong interpersonal communications skills, excels at taking care of the employer and can adapt quickly to new situation. EXTREMELY THICK SKINNED. Team player and professionally mature. Excellent phone skills- gracious and professional phone demeanor (we deal with many high profile celebrities). Stays calm under pressure. Good knowledge of celebrities and has knowledge in the advertising and marketing world. We are looking for someone who is considering agenting as a career- room for growth at this company.

Please send your resumes and cover letters to [mr...@specialartists.com](mailto:mr...@specialartists.com)

Thanks.

Best,  
Melissa