



## **“Artiste Booker” Job Description**

### **Duties and Responsibilities:**

- Working directly with clients to cast and supply Artistes, providing a responsive service tailored to the specific requirements of their production.
- Building and maintaining joint working relationships with clients and other relevant industry bodies.
- Participation in an out of hours on call service in accordance with company policy.
- Screening and recruitment of new Artistes as required.
- Contributing to service development.
- Attending client meetings, rehearsals and filming locations in support of service provision as required.
- To undertake training in accordance with management directives.
- To abide by all company policies as laid out in the employee policy handbook and comply with all applicable legislation, policy, agreed ways of working and good practice within the industry.

This job description shall not limit your role, you will also be expected to carry out any other duties that your Manager feels are within your capabilities and skill set. The above information may not cover everything involved in the position but indicates the size and scope of the role and may be subject to change as the role develops and the business expands.

## **Ideal Candidate for the Role:**

- An open outlook and positive attitude to business and life with a good sense of humour.
- Strong organisational, communication and interpersonal skills and high degree of attention to detail.
- Works well on own initiative and unsupported without need of constant direction and supervision. At the same time, to be a team player also, and flexible to help others within the team as required.
- Must have a flexible approach to your workload, and be able to balance conflicting priorities.
- Must have an ability to build effective relationships and a high level of enthusiasm for any task in hand – in essence a ‘can do’ attitude.
- To succeed in this role, you must be able to hit the ground running and pick up existing and develop new processes quickly, building strong working relationships within this small and busy team.
- Competent user of MS Office and database type applications.
- The ability to deal confidently and positively with all levels of staff both face to face and over the telephone.
- Ability to remain calm under pressure, to be extremely organised and able to juggle several conflicting priorities at once.
- Experience in dealing with highly confidential information and keeping strict confidentiality at all times.
- Open to giving and receiving constructive feedback.
- Honest and trustworthy.

## **Qualifications:**

- Good standard of education with excellent written English.
- Further/Higher education in Casting, Media, Business or Administration would be an advantage.
- Full driving licence (preferably clean).