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# Example of Talent Job Description

Our innovative and growing company is looking for a talent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent

* Source candidates through job postings, referrals, and campus recruiting strategies (social media, networking, and niche resources)
* Oversee the coordination and execution of local casting calls and justify additional resources if necessary
* Build, compile, and maintain monthly model book containing all viable models and stats
* Marketing & Publicity Events
* Pro-Social & Special Events
* Current Series
* Developing Award Shows
* Provide on-site management and support of celebrity talent shoots and events
* Develop and maintain relationships with Nick Talent, Studios, Networks, Agencies, Management, Labels
* Keep department informed about upcoming celebrity projects, logistics, updates

## Qualifications for talent

* Facilitating the candidate's onsite experience both in Los Gatos and at other office locations
* Serve as a constant point of contact for candidates as they go through the interview process
* Bachelor's degree or equivalent experience in coordination and scheduling, with a strong level of communication
* Intermediate skill level with Google Calendaring and Email is strongly preferred
* Facilitating the candidate's onsite experience both in Beverly Hills and at other office locations
* Minimum of three years full-timeon-air success