



## **Job description: Talent Department Intern (Presenters' Team and Commercials Team)**

**Reporting to:** Vanessa Fogarty (Presenters' Team) and Josephine Shenkman (Commercials Team)

**PRESENTING TEAM – Vanessa Fogarty, Presenters' Agent:**

### **Main Purpose of job:**

To provide administrative support to one agent in the Presenters' Department and to be responsible for Vanessa's clients' online presence via the company website and social media channels.

## **1. DIGITAL AND WEB CONTENT RESPONSIBILITY**

### **Company Website**

- Creating client showcase pages
- News Stories – assisting with sourcing and writing news stories
- Updating client pages including:
  - Adding images
  - Adding media
  - Adding quotes following broadcasts
  - Editing CVs
  - Maintaining clients' biographies to keep current and up to date

### **Twitter**

Scheduling 3 tweets a day (using *Tweetdeck*) including tweets relating to:

- TV & Radio programmes
- Catch up
- Clients writing work – regular columns/features/interviews in publications such as The Pool, BuzzFeed, Guardian etc.
- New blog posts, YouTube vids, podcasts etc.
- Regularly monitoring twitter for ad-hoc tweets & retweets throughout the day/evening/weekend
- Weekly twitter update email (top tweets with impressions, notable new followers, all the weeks tweets)

### **Multimedia (Vimeo)**

- Sharing links with external contacts
- Adding media clips/videos to client pages

## **2. CLIENT CARE**

### **General Duties**

- Diarising filming dates
- Chasing TX



### **Corporate Bookings / Live Events**

- Finding new work
- Drawing up and sending out monthly newsletter to potential bookers –

### **TV**

- Watch factual TV
- Update Production Company List
- Update Commissioner List

### **Branding**

- Update Brand List & their representative (PR comp or in house)

### **Admin**

- Diary Management – update client AV (filming, holiday, meetings)
- Field phone calls
- Field charity requests
- Field online/print press requests
- Forwarding post/gifts
- Filing
- Bill
- Tea/Coffee

### **COMMERCIALS TEAM – Josephine Shenkman, Senior Commercials Coordinator:**

The Commercials Team are Josephine Shenkman and Caitlin Power who work across five areas: commercials, conventions, video games, branding and voice overs.

#### **Main Purpose of job:**

To assist primarily with commercials' work and provide secondary assistance with video games work. Ad hoc duties across other areas when needed. Our Busiest Times are usually 10:00 – 11:00 and 15:00 – 17:00)

#### **1. Admin**

- Covering commercial phone line
- Picking up phone calls for other offices when they are on the other line and being swift and efficient at passing on messages (email is best)
- Tea/coffee meetings

#### **2. Breakdowns/Submissions**

- Print Spotlight breakdowns for commercials, video games, music videos throughout the day (morning, after lunch and late afternoon)



- Assess breakdowns to evaluate deals and usage set out by Casting director
- Gain an understanding of Equity 2011 Agreement for Commercials and rates for foreign commercials as set by the PMA in order to cull bad breakdowns and suggest on relevant project.
- Check clients availability and conflicting commercials in the last 3 years

### 3. Meetings/Recalls/Pencils

- Notify clients of meetings/recalls/pencils with a phone call followed by an email with all relevant information towards their casting.
- Ensure all information on the production is entered in to company database (AgentFile) including casting dates, production dates and full deal details.
- Ensure that meeting emails to the client consist of date/time/venue/casting director/wardrobe/script & attachments.
- Add all meeting to commercial diary and update casting directors of any confirmation and cancelations as early as possible

### 4 "Self Tapes" i.e. self-made digital video recordings made by clients

- Edit any self-tapes for the department using *VideoPad* and send to the casting director using *WeTransfer*.

### 5. Video Games

- Liaise with SIDE (or similar companies) to arrange the logistics of client voice over sessions for Video Games.
- Upon receipt of a PO, invoice for the studio session
- Push clients, where possible, for future castings using the Video Games push list

### 6. Updating Client Info

- Keep an eye on Diary Notes for any new clients
- Update commercial client list with any new information/changes