**Job Description**

**Junior Talent Assistant**

**Overall Job Purpose:**

Mokkingbird is a global Talent Management Agency based in central London.

We specialise is building and guiding careers across the entertainment industry and are looking for a Junior Talent Assistant to join our growing team and assist in the office as well as on location with our Talent.

The ideal applicant will possess strong interpersonal skills and knowledge of the digital media landscape, including various social media sites. Those looking to develop valuable client facing skills as well as gain online media experience with an established company are encouraged to apply.

We are looking for a highly motivated, enthusiastic and positive individual as the job is varied, fast-paced and can involve working some long and anti-social hours.

This role will be assisting in the career management of a growing roster of leading

and rising stars in the entertainment industry. Therefore, there is the opportunity to progress quickly within the company.

**Responsibilities include:**

* Managing and uploading social media content on a daily basis
* Provide support to our team in the office with administrative tasks
* Answering telephones and taking messages in the office
* Research
* Preparing and sending client pitches
* Assisting Senior Talent Agents on location

**Skills required:**

* Excellent GCSEs, A-levels or equivalent in Media and/ or Communications or a related field
* Experience working within a talent management or PR agency is preferred but not essential
* Excellent oral and written communication skills
* Excellent interpersonal skills. Client facing and relationship building experience are essential
* A keen interest in social media management and an in depth working knowledge of Facebook, Instagram, Twitter and You Tube
* Highly organised and strong attention to detail.
* Must be able to work quickly and think on your feet
* An ability to remain calm under pressure
* Ability to work collaboratively with a team

**We are looking for the successful candidate to start as soon as possible. To apply, please email** [**hello@mokkingbird.com**](mailto:hello@mokkingbird.com) **with your CV and cover letter**