



**Position: Associate (Literary, Production, and Commercial sectors)**

The Vanguard team is growing! We are looking for candidates with direct experience in film, television, and/or commercial segments of the industry. We are open to a range of prior experience including roles as an assistant or associate in legal & business affairs, long-form narrative production & development, commercial and branded content production, and film/TV sales & distribution. Prior experience in representation is an asset, but experience in related aspects of the industry, knowledge of the business, and relationships with either talent or buyers are crucial to success.

**We are looking for candidates with interest in literary, production, and commercial categories to support our on-going efforts in those areas.**

**About the Company**

Vanguard is one of Canada's top agencies representing showrunners, writers, creator-performers, directors, cinematographers, producers, editors and other creative categories. Vanguard has a strong reputation for talent management, quality, and integrity.

**Applicant**

You put your heart into your work. You are self-motivated, but you value being part of a strong team. You are a good collaborator who values giving and receiving support, team-based camaraderie, and sharing work-related information and opportunities. You also appreciate the difference between working in a small entrepreneurial firm and working in a large structured organization.

You are a first-rate communicator whether written, on the phone, or in-person. You believe it is important to conduct yourself with professionalism, polish, honesty, and discretion. You strive for quality in everything you do because it energizes you to do your best. You are results-driven and goal-oriented. You have a strong sense of responsibility over your own productivity and performance. You find yourself helping others succeed and get a charge out of seeing them do so.

Although we operate as a team and are not divided into separate departments we look for individuals with area expertise and a clear understanding of their strengths and professional assets.

**A minimum of 2 years industry experience and strong references are required.**