

VANGUARDE

ARTISTS MANAGEMENT LTD.

Posting title: Commercial Artist Rep at Film/TV Management Company

Position: Commercial Agent

Summary: Vangaurde Commercial Agents represent cinematographers and production designers for work on high-end short-form content including music videos, television commercials, brand advertising, and online marketing videos. The primary aim is to help our clients secure work opportunities in the among the producers of this content. We are adding to our team!

Qualities

- **Work experience:** +2 years in advertising in an agency or in-house (creative services, media sales, brand strategy, communications, etc.)
- **Functional orientation:** demonstrated comfort in sales and account services.
- **Personality:** outgoing and professional with the ability to cultivate the trust and confidence of our buyers, our clients, and your employer (i.e.us!) alike.
- **Responsiveness:** Proactive and organized with the ability to juggle many tasks requiring fast response.
- **Working knowledge:**
 - Understand the creative services side of advertising and media.
 - Know landscape of commercial and music video production companies as well as in-house teams at advertising agencies.
 - Familiar with physical production and specifically appreciate the role of cinematographers and production designers in that process.
- **Relationships:** have work relationships with key people in the industry particular our buyers.

Responsibilities

- Respond rapidly and comprehensively to in-bound opportunities.
- Manage holds and bookings on job opportunities for clients.
- Maintain company tracking records of opportunities, submissions, payments, etc.
- Prepare custom client reels for submissions.
- Maintain client resumes, reels, and other related paperwork.
- Coordinate with producers to secure complete project media.
- Serve as first point of contact with clients and executives in the commercial market.
- Correspond with clients and producers regarding payments administration.
- Prepare, distribute, and verify accuracy of statements to clients about payments.

- Manage social media as relates to commercial clients.
- Stay on top of trends and changes in the advertising and media industry.
- Identify prospective commercial cinematographers and production designer clients.
- Cultivate relationships with commercial producers and in-house production at advertising agencies (i.e. the buyers)

Education

- BA/BS from an accredited University or College preferred.

Vanguard Artists Management Ltd. is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military status, pregnancy or any other legally-recognized protected basis under federal, provincial or local laws, regulations or ordinances.

Application

- **Materials:** a brief cover letter explaining your interest and why you think you would do a good job; a resume.
- **Email:** jobs@vanguardartists.com including the position you are interested in.