

VANGUARDE

ARTISTS MANAGEMENT LTD.

Position: Agency Assistant

Contact

About us

Vanguard Artists Management is one of Canada's top agencies representing writers, directors, and other creative categories in the Film and TV industry. Vanguard is a boutique organization with a strong reputation for quality and integrity.

About you

You put your heart into your work and have a roll up your sleeves. You are highly attentive, motivated, organized, and helpful. You take responsibility for finding, anticipating, and solving problems. You get a charge from bringing tasks to a successful conclusion. You are an excellent communicator and an enthusiastic contributor. You value the opportunity to rise to challenges, and you are comfortable operating under pressure with quickly changing demands. You appreciate the difference between working in a small entrepreneurial firm and working in a large structured organization. Consequently, you are comfortable adjusting to needs as they arise and going the distance. You have excellent manners, polish, discretion (i.e. sense of confidentiality), and commitment to the team. You strive for quality in everything you do because it nourishes and energizes you...and you have a strong work ethic. You have demonstrated commitment to a career in Film and Television!

About the position

Vanguard is seeking a new agency assistant. In the past successful assistants have demonstrated pride in their work, unstoppable energy and learning. They have brought a consistent high level of attention to detail. They have been extremely attentive to management, clients, and other staff.

The position includes but is not limited to the following primary tasks.

- Manage schedule and organize meetings
- Draft correspondence and agreements
- Gather information about new development and production
- Conduct research as needed and report findings
- Review client materials and do script coverage
- Contract tracking and management
- Prepare client statements/invoices, QA for accuracy
- Troubleshoot general office systems with service providers, including resolving computer and IT problems

This position offers a variety of opportunities for growth inside the firm and in the industry more broadly. Successful prior assistants have gone on to become agents and take on other roles in the Film and TV industry.