

# Talent & SCD Assistant, New York

**POSITION:** Talent & Strategic Communications Assistant

**LOCATION:** New York, NY

**JOB TYPE:** Full Time / Temp

The Lede Company is a dynamic, fast-growing, New York & Los Angeles based Talent, Communications/PR, and Corporate Consulting firm. The firm specializes in communications strategies across a broad spectrum of industries.

We are looking for a Talent & Strategic Communications Assistant to join our team in New York. We are seeking enthusiastic candidates who can work in a fast-paced environment, are driven, and have strong communication and writing skills

## **ROLES & RESPONSIBILITIES**

- Administrative duties including managing a high volume of calls/emails, coordinating meetings and schedules, expense reports, travel etc.
- Field informational calls
- Track media coverage for several clients and service digital breaks daily
- Assist with writing and editing internal and external materials including pitches, press releases and proposals
- Conduct research to support client planning and strategy
- Process client requests in a timely manner
- Coordinate details for client photo shoots, press junkets and premieres, including travel and glam
- Update and maintain department media lists on ongoing basis

## **REQUIREMENTS**

- Bachelor's Degree
- Strong proficiency in Microsoft Office, including Outlook, Excel, Word, and PowerPoint
- Highly organized
- Exceptional interpersonal, networking, organizational, verbal, and written communications skills

- Proactive and able to handle multiple projects simultaneously in a high-pressure, fast-paced environment
- Meticulous attention to detail
- Self-starter with the ability to multi-task
- Reliable: meets deadlines, prioritizes well, and has a high sense of urgency
- Strong writing and proofreading skills
- Professional, confident and mature demeanor
- Able to anticipate needs
- Strong interest of the entertainment industry preferred

## **ABOUT THE LEDE COMPANY**

The Lede Company is a full-service public relations firm, specializing in entertainment. With dedicated Talent, Strategic Communications, Brand and Content divisions, we work to deliver brand strategy and measurable media results for a wide variety of clients. Our business centers on our expertise, relationships, and resources, all of which enable us to not just meet client expectations but exceed them. With a broad understanding of the new public relations landscape, The Lede Company utilizes its deep media and talent relationships in order to fully grasp TODAY'S CULTURE, and ultimately generate results.

The logo consists of the word "LEDE" in a bold, white, sans-serif font, centered within a solid black rectangular background.

THE LEDE COMPANY