

Talent Assistant (Music) - Los Angeles

POSITION: Talent Assistant (Music)

LOCATION: Los Angeles, CA

JOB TYPE: Full Time / Temp

The Lede Company, a full-service public relations firm specializing in talent publicity, content publicity, strategic communications and brand PR, is looking for a Talent Assistant to join the Music Team in our LA office.

We are seeking enthusiastic candidates who can work in a fast-paced environment, are driven, and have strong communication and writing skills. The Talent Assistant reports to our Managing Partner

ROLES & RESPONSIBILITIES

- Administrative duties including managing a high volume of calls, emails, scheduling, expenses, travel etc.
- Coordinate details for client photo shoots, press junkets and appearances
- Maintain digital press kits
- Service clients with digital breaks
- Process client requests in a timely manner
- Provide coverage for clients when needed

REQUIREMENTS

- Bachelor's Degree, preferably in PR or Communications
- 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-starters 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 in the music industry

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