



## Job Application Post: Personal Assistant/Trainee Agent at AcrobaticArts Circus Entertainment

Position: Part-Time Personal Assistant/Trainee Agent

Join AcrobaticArts Circus Entertainment (AACE), a premier agency specialising in Acrobatic, Aerial, and Circus Arts, based in London. We pride ourselves on our dedication to excellence, connecting artists, choreographers, and directors with the right opportunities and supporting their careers. We are looking for a dynamic individual to help manage multiple artists, creatives and clients. A deep understanding of the entertainment industry and circus arts experience is essential.

### Position Overview:

We seek an enthusiastic and organized individual for the role of Personal Assistant/Trainee Agent. You will work closely with our experienced team, immersing yourself in the fast-paced entertainment business, client relations, and artist management. This role offers significant growth potential, providing an opportunity to advance into an agent position.

### Your Role:

Your daily responsibilities will include administrative tasks, client and artist communication, scheduling, and market research. You will be mentored by industry experts, gaining firsthand experience in entertainment management. If you are a proactive individual with excellent communication skills, attention to detail, and a passion for the arts, this is your chance to start a rewarding career.

### Key Responsibilities:

- Collaborate with the CEO & Creative Director on daily tasks.
- Understand the unique requirements of the talents on our roster.
- Maintain clear communication with artists and clients.
- Keep AACE Artist Casting Profiles up-to-date.
- Contribute to social media placements.
- Coordinate artist preparations for auditions and castings.
- Handle agency tasks and liaise with clients about artists' needs.
- Integrate new artists into our portfolio.
- Assist in preparing artist evaluations.
- Support hiring processes and logistics.
- Help plan, monitor, and integrate new artistic team members.
- Organize and prepare meeting agendas.
- Represent the CEO & Creative Director in their absence.
- Demonstrate a thorough knowledge of the agency.

### Requirements:

- Minimum of 5 years in the entertainment sector.
- Proven management skills.
- Excellent communication skills.
- Proficiency in Airtable, Gmail, Excel, Word/Pages.
- Strong time management abilities.

#### Job Details:

- Job Types: Apprenticeship, Graduate, Internship
- Salary: National Living Wage £11.44ph / London Living Wage £13.15ph
- Benefits: Flexitime
- Work Location: Hybrid remote in London
- Expected start date: 06/07/2024

#### Application Details:

- Deadline: Friday, 26th July 2024.
- Workshops/Interviews: Friday, 2nd August 2024.

#### To Apply:

Please send your introduction, a brief explanation of why you want this job and how you believe you'll be a good fit for the position, along with your CV, to [info@acrobaticarts.co.uk](mailto:info@acrobaticarts.co.uk). Use "**AACE ASSISTANT/TRAINEE APPLICATION**" as the subject line.

Join us at AcrobaticArts and contribute to the vibrant world of circus entertainment and beyond! We welcome applications from individuals of all backgrounds, genders, and races.

Embark on a journey where every day brings new challenges and victories. At AACE, we don't just manage artists; we create futures. Are you ready to make your mark in the world of entertainment management? Apply now and let's build success together!