



If you are looking for a career in a fast-paced creative industry then we have an opportunity for you. Phoenix Casting is looking for someone to join their small, hard-working team.

Role: Artiste Booker

Hours: Full time Mon–Fri – office hours vary between 8am and 8pm (in 8 hour shifts) plus overtime and weekend work when required. Salary dependent on experience.

We are looking for a switched on, lively, dynamic person with tonnes of drive to join the Phoenix team. You need to be flexible, a team player and always strive for success.

Brief outline of the role (this is not exhaustive by any means);

As one of the Artiste Bookers, you will learn to use our bespoke database of artistes. You will learn to interpret client’s needs and cast registered artistes for roles, as per our client’s requirements. You will communicate with our artistes about work offers using various forms of communication. You will effectively manage the offices administrative needs. You will be the first port of call for incoming queries from both artists and clients alike and be able to respond or transfer calls/forward queries to the appropriate staff member. You will be an integral part of our small and thriving team.

A brief idea of what we expect from you;

You will have a drive for success and take pride in your work, experience with working in a fast-paced and often high-pressure environment and be a really quick learner. You will have a friendly demeanour and excellent communication skills. You will have fantastic organisational skills and the ability to multi-task. You will be fully Microsoft conversant and social media savvy. You will have a proven track record for managing multiple tasks at once and meeting tight deadlines. You will be a quick thinker with a creative flair. You will be a team player but have the initiative and ability to manage your own workload effectively. You will be willing to pitch in and help other team members if required and go above and beyond to meet our clients’ needs.

If you are interested in joining Team Phoenix please complete the application below and return it with a copy of your CV (if you have one) to jobs@phoenixcasting.tv ASAP.

INTERVIEWS WILL COMMENCE FROM Wednesday 14th April via Zoom with second interviews to follow.

PERSONAL DETAILS

First Name <input type="text"/>	Surname <input type="text"/>
Email address <input type="text"/>	Contact Number <input type="text"/>
Full address <input type="text"/>	D.O.B <input type="text"/>
	Driver (delete as applicable) <input type="text"/>

Please let us know what your expectations are for working with Phoenix and the role of Artiste Booker?

Do you have an interest in media, drama or the arts? If the answer is yes, please expand on what that interest is.

Do you have any TV/Crew or on set experience? (this isn't essential, just good to know)

TECHNICAL EXPERTISE (Please select Box applicable to you)

WINDOWS COMPUTERS

EXCELLENT AVERAGE NONE

MICROSOFT EXCEL

EXCELLENT AVERAGE NONE

MICROSOFT WORD

EXCELLENT AVERAGE NONE

EXPERIENCE OF CALL HANDLING

EXCELLENT AVERAGE NONE

QUALIFICATIONS (PLEASE LIST THE MOST RECENT FIRST)

Where	When	Qualification

EXPERIENCE

Please list (most recent first) any work experience you feel would be relevant to the role you are applying for

Role

Brief list of duties

Why do you think it is relevant to the role of Artiste Booker	
Role	
Brief list of duties	
Why do you think it is relevant to the role of Artiste Booker	
Role	
Brief list of duties	
Why do you think it is relevant to the role of Artiste Booker	

If currently working please let us know the required notice period

--

Please give an example of a time where you have had to go the extra mile to get a job done and how you went about it? (This can be within your work or personal life)

Are you willing to work beyond your standard hours to get the job done? (delete as applicable)	
YES	NO
If you can, give an example of when you have had to work later/longer than expected	

Phoenix have a bespoke database, please let us know whether you have experience with databases?

--

Please give an example of having to deal with multiple tasks and tight deadlines

--

Please expand on the above question by explaining your methods for managing and organising your time and dealing with pressure of having to work quickly/on multiple projects

--

Do you have any experience communicating with people of authority/dealing with clients and if so please give an example?

--

Much of the Artiste Booker role is interpreting client's requests and suggesting suitable people for roles. Please give an example of when you've had to use your imagination to get to an outcome.

--

Please give an example of when you've had to exact exemplar organisational skills to complete a task.

--

Please give an example of when you have had to learn quickly to ensure you get the job done.

--

Please give an example of when you have had to work alone and use your own initiative to complete a task.

--

Please give an example of when you have had to work as an integral part of a team to complete a task.

--

Please tell us where you see yourself in five years time.

--

Please use this space to give us further information on why you think you are suitable for the role and why you would be an asset to the team.

--

Please let us know what you like to do with your free time (Hobbies/Activities)

--

Please list your salary expectations

--

REFERENCES please give two contacts one of which must be your most recent employer (we will not contact your current employer prior to interview)

Contact name	Contact name
Contact number	Contact number
Contact email	Contact email
Company address	Company address