  
**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

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.

**Hours:** Full time Mon–Fri – office hours vary between 8am and 8pm (in 8 hour shifts) plus overtime and weekend work as required. Salary TBC (dependent on experience). Based in The Bottleyard Studios, Bristol but willing to travel to our Cardiff Offices when required.

**Brief outline of the role (this is not exhaustive by any means);** As one of the Artiste Bookers, you will 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 start the role at a more junior level, but learn quickly on the job to become 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 is useful and you will need to be a quick learner with the ability to retain lots of information. You will have a friendly demeanour and excellent communication skills along with 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 real 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’ and the teams’ needs.

**If you are interested in joining Team Phoenix please complete the application below and return it with a copy of your CV to** [**Rhianwen@phoenixcasting.tv**](mailto:Rhianwen@phoenixcasting.tv) **AND** [**Caron@phoenixcasting.tv**](mailto:Caron@phoenixcasting.tv)

**We will be looking to expand our team ASAP, the first round of interviews will be held first 2 weeks of October. Please send through your CV and application by 10am on 7th October if you wish to be considered and we will contact everyone we would like to meet.**

**PERSONAL DETAILS**

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| **First Name**   |  | | --- | |  | | **Surname**   |  | | --- | |  | |
| **Email address**   |  | | --- | |  | | **Contact Number**   |  | | --- | |  | |
| **Full address**   |  | | --- | |  | | |  |  | | --- | --- | | **D.O.B**   |  | | --- | |  | | | **Driver (delete as applicable)**   |  |  | | --- | --- | |  |  | | |

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| **Please let us know what your expectations are for working with Phoenix and the role of Artiste Booker?** |
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| |  | | --- | | **Do you have an interest in media, drama or the arts? If the answer is yes, please expand on what that interest is.** | |

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**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)**

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| **Where** | **When** | **Qualification** |
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**EXPERIENCE**

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| **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**

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| **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)** |
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| **Are you willing to work beyond your standard hours to get the job done? (delete as applicable)** |
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| |  | | --- | | **If you can, give an example of when you have had to work later/longer than expected** | |

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| **Phoenix have a bespoke database, please let us know whether you have experience with databases?** |
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| **Please give an example of having to deal with multiple tasks and tight deadlines** |
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| **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** |
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| **Do you have any experience communicating with people of authority/dealing with clients and if so please give an example?** |
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| **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.** |
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| **Please give an example of when you’ve had to exact exemplar organisational skills to complete a task.** |
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| **Please give an example of when you have had to learn quickly to ensure you get the job done.** |
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| **Please give an example of when you have had to work alone and use your own initiative to complete a task.** |
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| **Please give an example of when you have had to work as an integral part of a team to complete a task.** |
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| |  | | --- | | **Please tell us where you see yourself in five years time.** | |

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

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| |  | | --- | | **Please list your salary expectations (**Please note this is an entry level role) | |

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

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| |  | | --- | | **Contact name** | | **Contact number** | | **Contact email** | | **Company address** | | |  | | --- | | **Contact name** | | **Contact number** | | **Contact email** | | **Company address** | |