

LOOKING FOR AGENT AND AGENT ASSISTANT-READ REQUIREMENT BELOW!

SEND RESUMES TO MARSHA@THEDIAMONDAGENCY.COM

Requirements:

Passion for the entertainment industry

Strong writing and verbal skills

Computer Savvy

Great people skills

Detail oriented with ability to multi-task

Responsibilities:

Updating and maintaining our talent database

Sending and responding to correspondence in a timely matter

Electronic submissions

Organizing casting calls

Office administration

We office in Lake Mary so you need to live close to the area.