



## **Publicity and Talent Relations Manager**

**JOB DURATION:** DECEMBER 13, 2021 to MARCH 4, 2022 plus available intermittently during the Fall for long-lead strategy, pitching and media meetings

**JOB OVERVIEW:** The Screen Actors Guild Awards (SAG Awards), one of the industry's most prized honors, is seeking a self-driven, motivated and strategic Publicity and Talent Relations Manager for the 28th Annual Screen Actors Guild Awards season. This is a hybrid position with regular on-site meetings required and flexibility to work remotely.

The ideal candidate will work with the SAG Awards PR team in its publicity efforts for the 28th Annual SAG Awards with a focus on ideating and producing media opportunities for nominees and participating talent. They will also liaise with the SAG Awards PR and Awards teams, producers, network and agency partners on events involving talent. The ideal candidate will have 5+ years in the entertainment industry and strong working relationships with talent reps and media. This position will report to the Head of Publicity.

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Identify, source, and secure nominated talent for pre-show media events including statuette pouring, behind-the-scenes days and other special media opportunities.
- Manage and enhance relationships with SAG Awards talent, nominees and representatives to help bolster participation in SAG Awards press and social media activities
- Interface with talent at the SAG Awards events and work with the talent and reps to ensure they fulfill any agreed upon media interviews and social media requests.
- Prepare logistics including comprehensive talent itineraries that may include key talking points, schedule and transportation details
- Negotiate hair and make-up with network and/or talent reps as needed
- Manage vendor invoices within budgets and accounting procedures
- Oversee publicist credential applications, approval, notification and distribution process
- Work with Agency PR staff in managing talent flow on the Red Carpet and Media Center areas
- Actively contribute to all PR strategy sessions and ideating PR opportunities that would garner talent participation and media interest to promote tune-in for the show
- Communicate effectively between departments including Awards, Talent & Production as well as with network partners - identifying any gaps and enabling clear partnerships
- Work directly with the Head of Publicity and other members of the PR and digital team to understand and support the overall objectives of the department

**ESSENTIAL PREREQUISITES:**

- 5+ years of experience in entertainment publicity and/or talent relations. Televised awards show experience preferred.
- Strong working relationships with personal, studio and network publicists with experience working directly with talent
- Experience in facilitating media coverage in major media outlets across broadcast, print and digital
- Succinct communicator with superior interpersonal and written skills
- Working knowledge current and past film and television projects and players preferred
- Ability to work under very short deadlines
- Must be a flexible team player with a sound work ethic and desire to meet greater challenges and responsibilities
- Must be able and willing to work long hours, nights and weekends when required
- Thoroughly comfortable and competent using Microsoft Office (especially Word and Excel) and Google Docs/Sheets

**TO APPLY:**

Email a resume and cover letter to [Publicity@sagawards.org](mailto:Publicity@sagawards.org)