

## TALENT SCOUT & CASTING COORDINATOR – ARTISTIC DEPARTMENT

**Start date:** November 2019

**Duration of mandate:** Permanent contract

**Status:** Employee

### ABOUT THE ROLE

Reporting to the head of creation and the head of the artistic department, the candidate must take on the following responsibilities and duties:

### MAIN TASKS

#### As a casting coordinator:

- Supply, process, update and archive information/applications/talent portfolios in the Salesforce database;
- Prepare and present casting documents to the creative teams (auditions, talent presentations);
- Coordinate the research, evaluation and recruitment of various talent (casting trips, auditions, spontaneous applications, casting presentations);
- Participate in artistic, production and operations meetings;
- Prepare and archive audition documents for participating recruiters and artists in Salesforce;
- Prepare and negotiate artists' contracts in collaboration with the legal team and department lead;
- Evaluate and approve artist requests to practice in studios;
- Participate in research and presentations on new trends and concepts (architecture, design, arts, videos, etc.) with the creative teams;
- Manage casting budgets and prepare expense accounts.

#### As a talent scout:

- Advise the creative teams of all group entities on the choice of artists;
- Develop and maintain contacts with company talent and with resources in the circus, acrobatic and gymnastic fields around the world;
- Develop and maintain contacts with circus schools, sports clubs and any other places where talent may be found;
- Act as a representative of the company;
- All other tasks related to talent scouting.

### EXPERIENCE REQUIRED

- o Strong command of Salesforce or other database platforms;
- o Relevant experience in the field of circus arts/talent scouting/casting or equivalent experience;
- o Knowledge of the circus field both locally and internationally;
- o Knowledge and command of Office suite software and social networks (Instagram and Facebook).

### QUALITIES REQUIRED

- o Strong leadership skills;
- o Strong people skills, versatility, autonomy, attention to detail and a strong work ethic;
- o Ability to work in a fast-paced environment, under pressure and with tight deadlines;
- o Ability to negotiate artist contracts;
- o Fluency in both French and English (spoken and written) a must.

### JOB LOCATION

Cirque Éloize's head office: 417 rue Berri, Montreal, Quebec H2Y 3E1.

### HOW TO APPLY

Please send your CV and cover letter to [eloize@cirque-eloize.com](mailto:eloize@cirque-eloize.com) by **November 8, 2019**.