Walt Disney Company
Coordinator, Talent (National Geographic)
Career Connector Job ID #10779

Job ID R10009766
Location Washington, DC, United States
Business National Geographic

JOB DESCRIPTION
The Coordinator, Talent position will reside in Washington, D.C. and report to the Vice President, Talent at National Geographic Partners (NGP). Additionally, this person will provide administrative and logistical support to the Senior Director, Photography Management and Production, based in Washington, D.C.

Responsibilities:
Provide onsite administrative and logistical support to VP, Talent in Washington, D.C. including scheduling meetings, expense reports, booking travel and maintaining a department calendar. Also provide supplemental administrative support to the Sr. Director, Photography Management and Production.
Administrative support for talent contracting and payment processes.
Enter and maintain talent profiles in TALENT1 database, including contact information for talent, agents, managers and lawyers as well as recording past and current talent projects.
Develop internal systems to track internal and external requests for NGP Talent and fulfillment of said requests.
Provide onsite logistical support at NGP related activities and events such as Upfront, TCA, and corporate events.
Assist Associate, Talent with gifting/acknowledging milestones (ie birthdays, anniversaries, production landmarks) in the talents' personal and professional lives.

Requirements:
Bachelor of Arts or Sciences.
Excellent verbal and written communication skills.
Proficiency in Microsoft Office suite, familiarity with Slack, Quip, Dropbox and related shared applications.
Strong interpersonal skills, ability to work with a variety of personalities.
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, disability, protected veteran status, or any other characteristic protected by law. We will consider for employment qualified applicants with criminal histories consistent with applicable law.

About National Geographic:
National Geographic Partners LLC (NGP), a joint venture between Disney and the National Geographic Society, is committed to bringing the world premium science, adventure and exploration content across an unrivaled portfolio of media assets. NGP combines the global National Geographic television channels (National Geographic Channel, Nat Geo WILD, Nat Geo MUNDO, Nat Geo PEOPLE) with National Geographic's media and consumer-oriented assets, including National Geographic magazines; National Geographic studios; related digital and social media platforms; books; maps; children’s media; and ancillary activities that include travel, global experiences and events, archival sales, licensing and e-commerce businesses. Furthering knowledge and understanding of our world has been the core purpose of National Geographic for 131 years, and now we are committed to going deeper, pushing boundaries, going further for our consumers … and reaching millions of people around the world in 172 countries and 43 languages every month as we do it. NGP returns 27 percent of our proceeds to the nonprofit National Geographic Society to fund work in the areas of science, exploration, conservation and education.

To Apply
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