



WHAT IS A TPG TALENT AGENCY INTERNSHIP?

A Talent Agency Internship with The Price Group offers a special unique opportunity to gain hands-on experience in the entertainment industry by supporting the day-to-day operations of a female founded New York City boutique talent agency. If you are lucky enough to be selected as an Intern at TPG, you will assist with a variety of tasks, from administrative duties to talent submissions, the audition process, marketing and social media management. This special role is designed to provide valuable insight into the talent representation process, offering in depth exposure to both the creative and business sides of the industry.

Some of the key responsibilities of a TPG Talent Agency Intern may include:

- Submitting talent to national and international projects via casting platforms such as Breakdown Express, Casting Networks, and Actors Access.
- Managing schedules, including organizing calendars, booking meetings, and arranging travel for talent and agents.
- Communicating with industry professionals, including casting directors, producers, clients, and internal teams.
- Performing administrative duties such as handling phone calls, email correspondence, and maintaining detailed records.
- Participating in department-specific research projects and providing support with ad-hoc tasks as needed.
- Assisting with marketing and social media management, including creating content and managing agency accounts.
- Preparing and organizing talent contracts, tracking payments, and ensuring compliance with agreements.
- Engaging in special projects and providing creative input on promotional materials and press kits.
- Maintaining and updating talent databases, including tracking auditions, submissions, and client information.
- Attending meetings, contributing to discussions, and providing feedback on agency operations.



Training Opportunities / What You Will Learn

As a TPG Talent Agency Intern, you will gain valuable knowledge and skills that are essential for a successful career in the entertainment industry. The training opportunities include:

- **Mastering Casting Platforms:** Gain proficiency in using casting platforms such as Breakdown Express, Casting Networks, and Actors Access for talent submissions.
- **Understanding Talent Representation:** Learn the intricacies of representing talent, including contract negotiations and compliance.
- **Developing Administrative Skills:** Enhance your ability to manage schedules, organize records, and handle communications efficiently.
- **Building Marketing and Social Media Expertise:** Acquire skills in creating engaging content and managing social media accounts to promote talent and the agency.
- **Improving Communication Abilities:** Strengthen both written and verbal communication skills through interactions with clients and industry professionals.
- **Networking with Industry Professionals:** Establish connections with casting directors, producers, and other key figures in the entertainment industry.
- **Participating in Research Projects:** Engage in department-specific research, enhancing your analytical and problem-solving abilities.
- **Learning Event Coordination:** Gain experience in organizing and managing events, meetings, and travel arrangements.
- **Enhancing Organizational Skills:** Develop the ability to multitask and prioritize in a fast-paced work environment.
- **Understanding the Booking Process:** Learn the end-to-end process of booking talent for various projects, including auditions and negotiations.



Paid vs Unpaid Internships

TPG Talent Agency Internships can be either paid or unpaid, depending on the agency and the nature of the internship. Many internships are unpaid and offer college credit in exchange for the experience and educational opportunities provided. Unpaid internships often require a commitment of a specific number of hours per week and may offer additional benefits such as mentorship, networking opportunities, and potential for future employment.

When internships are paid, the compensation can vary. Based on the job postings provided:

- Paid internships typically are \$15/hr or minimum wage.
- Whether paid or unpaid, internships provide valuable experience and can serve as a stepping stone to a career in the entertainment industry.

Required Skills

To excel as a TPG Talent Agency Intern, certain skills and qualifications are essential. These include:

- **Strong Organizational Skills:** The ability to manage multiple tasks and priorities efficiently in a fast-paced environment.
- **Excellent Communication Skills:** Both written and verbal communication skills are vital for interacting with clients, industry professionals, and internal teams.
- **Attention to Detail:** Precision in maintaining schedules, contracts, and financial records to avoid errors and ensure smooth operations.
- **Technological Proficiency:** Familiarity with tools such as Google Suite, Microsoft Office, Canva, and video conferencing platforms.
- **Adaptability:** The ability to adapt to changing priorities and last-minute requests is crucial in this role.
- **Self-Motivated:** A proactive approach to tasks, with the ability to work independently and take initiative.



- **Professional Attitude:** Maintaining confidentiality, demonstrating reliability, and exhibiting a strong work ethic are essential for success.
- **Multitasking Ability:** Capable of handling multiple tasks simultaneously and prioritizing work effectively.
- **Problem-Solving Skills:** The ability to think ahead, anticipate needs, and solve problems efficiently.
- **Team Player:** The ability to work collaboratively with others and support the team to achieve shared goals.

How Do I Become a TPG Talent Agency Intern?

To become a Talent Agency Intern, you typically need a combination of education, industry knowledge, and a genuine interest in the entertainment industry. This role offers a stepping stone for those looking to build a career in talent representation, production, or other areas of the entertainment business.

Where is TPG?

The Price Group's office is located on the second floor of a stunning landmark building located at 90 Broad Street. Our building's classic prewar design is emphasized by its dramatic Beaux Arts style lobby featuring a barrel vaulted ceiling with gold leaf finishes. The stunning façade is limestone and granite featuring beautiful terracotta designs, high ceiling heights and excellent window lines that provide exceptional views, light and air, enhancing the appeal to all guests meeting with our agents. You'll find that TPG is centrally located on a full block-front site in the traditional heart of Manhattan's Financial District (FiDi) neighborhoods and located three blocks from the New York Stock Exchange.