

Carnegie Mellon Los Angeles Center

4640 Lankershim Boulevard, Suite 125
North Hollywood, California 91602
818 980 6346

ENTERTAINMENT CAREER SERVICES COUNSELOR (Los Angeles-based)

Temporary full-time position through September 2009; possible permanent part-time position effective October 2009

Seeking an individual who can provide career services support to masters level students in a young and unique professional graduate degree program. Responsibilities include advising students on career paths and career search activities, developing networks within the industry, and positioning the program and students to prospective employers.

CREDENTIALS/EXPERIENCE

- Minimum of three years experience in human resources (recruitment, job placement, etc.) within the entertainment industry
- Solid network of contacts within the entertainment industry
- Broad knowledge of entertainment industry (including film, television, new media, branded entertainment and interactive), domestically and internationally
- Familiarity with international employment challenges (optional practical training [OPT], visas, etc.)
- Savvy communications skills in positioning both potential employees and employment opportunities to their respective markets
- Familiarity with entertainment industry management structures and salaries
- Appreciation and understanding of the unique circumstances surrounding graduate students and university environments

DUTIES/RESPONSIBILITIES

- Work individually with Master of Entertainment Industry Management (MEIM) students and graduates to help them identify career goals and the pathways to them; shape resumes and supporting documentation for best positioning of their skills, knowledge and potential; and explore career opportunities and contacts
- Facilitate connections between graduates and the entertainment industry among contacts and along career paths
- Position the MEIM students and the masters program within the industry, leveraging established relationships and developing new relationships, across several areas of interest, including film financing, distribution, marketing and acquisitions (domestic and international); advertising and branding; new media/digital media; creative development; producing; artist management; marketing research (TV, film and online); literary management; business development/strategic planning; and consulting within the major studios, independent film/TV companies, and research, consulting and advertising firms
- Communicate the value of the MEIM degree and its graduates to the industry
- Assist MEIM graduates in polishing their career development skills: networking, Interviewing and resumes

TO APPLY:

Interested individuals should submit a resume, cover letter and list of at least three references to:

Career Services Counselor Position
Master of Entertainment Industry Mgmt Program
Carnegie Mellon Los Angeles Center
4640 Lankershim Blvd, Suite 125
North Hollywood, California 91602

or email to creative-enterprises@andrew.cmu.edu with the subject line "MEIM Career Services Counselor"

Applicants also must submit a formal application to Carnegie Mellon University Human Resources at <https://secured.kenexa.com/cmu/cc/Home.ss>. Search under posting #5864 and position #S-008692

For information on the Master of Entertainment Industry Management at Carnegie Mellon University: <http://meim.artsnet.org>.