

## Filcro Media Staffing

### **Talent Payment Administrator & Senior Talent Payment Administrator Minneapolis, MN - USA – Job in detail: <http://www.filcro.com/talent-payment.html>**

Thank you for applying for the position above. It is the practice of Filcro Media Staffing to obtain “Justification Statements” from candidates to determine their interest and qualifications for employment. Please address the areas below even if they are outlined on your resume. Our goal through this process is to inform the candidate and client company of all the skills required.

Please tell us briefly about your experience in these areas. If you have not worked in these areas please leave them blank. 1-10 qualifies “Talent Administrators” and 11-16 “Sr. Talent Administrators.

1. Formulating talent sessions and residuals estimates
2. Providing producers or others with estimate revisions as needed
3. Calculating and processes talent sessions and residual payments per media buy
4. Updating payments as changes in media buy occurrences
5. Comparing payments against estimates and advising appropriate parties
6. Tracking of holding fees and sends outs of monthly holding fee notifications
7. Negotiating commercial renewal and reinstatement of commercials
8. Setup and maintain records of all commercials
9. Making reuse payments based on traffic information
10. Tracking holding fees for all commercials
11. Analysis of media plans and the ability to suggest the most cost effective schedule to the teams.
12. Break down residual estimates into Excel spreadsheets when required by client and /or teams
13. Comfortable with direct client contact
14. Wider experience with industry practices and burgeoning new media like interactive, short-films, etc.
15. Ability to mentor/teach the #2 position and grow with the agency
16. Not required but appreciated would be a familiarity with international talent or celebrity negotiations

#### Minimum Requirement

- 2 to 5 years of experience paying talent.
- Familiar with EasyPay system by Talent Partners preferred.
- Training on EasyPay provided if related exp on other automated payment /estimating systems.
- Solid knowledge and understanding of SAG, AFTRA and AFM union contracts.
- Agency experience is not essential, but preferable.
- Experience working with media buying services and talent payment services is also preferable.

**Resume and Statement Email: [Mail@filcro.com](mailto:Mail@filcro.com)  
Job on the Web: <http://www.filcro.com/talent-payment.html>  
Minneapolis, MN - USA**