

Central Casting is looking for a Registration Specialist who will facilitate all aspects of new Central Casting talent.

This shift is Monday – Friday 9:30am – 6:30pm

This job will at times require long hours and overtime depending on the project and the workload. This job also requires flexibility to work as needed and managers will provide as much notice as possible when additional work hours are needed.

KEY RESPONSIBILITIES

- Check-in and I-9 knowledge - Knowledge regarding acceptable and unacceptable documentation employees may present to use for the I-9 form. Apply this knowledge during check-in to ensure only those who present original unexpired documentation listed on the Lists of Acceptable Documents are permitted in to orientations. Diffuse negative situations with talent who do not have the necessary documentation.
- Orientations - Present informative orientations that produce well filled out talent registration forms. Have a full understanding of the material presented. Present in an engaging and professional manner. Keep the registrant's attention. Answer registrant questions. Distribute and collect extra forms as needed.
- Registration table and photo room - Both the registration table and photo room positions require a full knowledge and understanding of all registration forms. Both require processing each registrant in an accurate, friendly, and expedient way, paying close attention to all details on forms. This involves reviewing each talents registration form, organizing forms in to the identified order, ensuring all forms are filled out correctly. Catch and correct mistakes. Complete Age Verification and I-9 forms accurately. Possess knowledge of rules and regulations regarding the completion of I-9 forms, ensuring company compliance of all policies set forth by Homeland Security. The photo room involves entering talent information in to the casting system, taking and uploading the picture, and updating profiles as necessary.
- Data Entry and Uploading of Registration Forms in to the Casting System - Ensure that the data entry forms are kept organized and are input into the casting system in an accurate and timely manner. Registration forms are to be scanned and uploaded in to the casting system and labeled correctly.
- E-Verify - Maintain Department of Homeland Security compliance by following E-Verify regulations. Each complete and correct form I-9 to be processed in E-Verify within 3 business days. Only information from the form I-9 to be entered in to E-Verify.
- Individual tasks Assigned - Be a contributing team player and assist Casting Staff as necessary. Some open calls may be required.

JOB REQUIREMENTS/QUALIFICATIONS NEEDED

- High School diploma required. College preferred.
- Attention to detail
- Ability to multi-task
- Excellent communication/client service skills
- General administrative skills
- Strong public speaking skills

WORKING CONDITIONS

- May occasionally lift, push, or pull material or boxes/materials weighing up to approximately 15 lbs.
- Job is primarily performed sitting at a desk.
- Headset can be requested.
- Job requires repetitive use of hands and wrists on a keyboard and viewing a monitor.
- Movement consists of occasional reaching, twisting, turning and bending to side and above to perform job duties.

Please send resumes to CareersATL@centralcasting.com include **REGISTRATION SPECIALIST** in the subject line.