

JAKE COOPER

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Highly skilled and hard-working with a genuine interest in the entertainment industry. Experience working in an agency, on-set and with top-level artists.

EMPLOYMENT

TALENT MANAGER & TEAM LEAD (ASSISTANTS) | 84 World | March 2022 - Present

- Talent Manager for multiple high-profile clients across music, television and digital. Strategic artist management focusing on touring, commercial partnerships, brand/IP creation, marketing and music releases.
- Responsibilities including show contracting, invoicing, tour management, digital marketing and diary/travel coordination.
- Experience assisting high-level booking agents, working with artists, record labels, talent managers, tour managers, publicists and concert promoters.
- Team Lead for the management assistants focusing on training, implementing processes and reporting to the General Manager.

TALENT MANAGEMENT ASSISTANT | 84 World | July 2020 - March 2022

- Assisting across multiple clients and the internal team managing all day-to-day administrative and logistical responsibilities including campaign activation, reporting, updating booking systems, meeting scheduling, guest list/rider management, diary and travel management.
- Building and developing business relationships with clients, promoters and brands across the industry.

PRODUCTION/TALENT ASSISTANT | Freelance | September 2017 - March 2020

- Responsible for looking after high-level talent (Ant & Dec, Miranda Hart, Jessie Buckley), diary/travel coordination, invoice and expenses management and general office administration.
- Working with talent, crew and the public to keep productions running smoothly and to resolve any problems.
- Credits including the *BAFTAs*, *BRITs*, *MTV EMAs*, *Britain's Got Talent*, *Made in Chelsea*, *Kingsman World Premiere*, *Marvel's The Eternals* and *Kevin Hart's Netflix Special*.

OTHER EXPERIENCE

DJ | Freelance

Freelance DJ for various event companies across all types of events and venues.

Work Experience | Various

Outreached and did placements at companies including Fulwell 73, StudioCanal, BBH LA, Fullscreen, the O2 Arena and Pebble Studios.

EDUCATION

The University of Leeds | 2:1 BA in English Language and Linguistics | 2016-2019

Haberdashers' Aske's Boys' School | 2009-2016

KEY SKILLS

Attention to detail
Problem solving
Multitasking
Discretion
Proactivity
Quick learner

TECHNICAL SKILLS

Video Editing (Premiere/FCPX/iMovie)
Adobe Photoshop
Social Media
YouTube Analytics
Google Drive / Dropbox
Microsoft Office