

**POSITION:** Chief Talent Officer

**LOCATION:** LA / NY / REMOTE

**CONTRACT:** FT Staff / ASAP

**CONTACT:** rachelle[[@](mailto:rachellelewis.com)]rachellelewis.com

**JOB SUMMARY:**

The Chief Talent Officer will join our client's Executive Leadership Team and will manage all talent aspects of the company and build a workplace that fosters the company's business objectives and values. They will be tasked with building a department with the responsibility to create and implement a comprehensive strategy for talent acquisition, talent management, and human resources. This is a senior-level role aiming to create high-performance teams that help our client's company grow.

- Establish a department with multiple immediate hires
- Develop and maintain a department budget
- Structure a standardized hiring process (Topgrading)
- Articulate and socialize our client's employment value proposition
- Generate job descriptions for all current roles and new hires
- Regularly search the trades, LinkedIn, social media, and other digital properties to source talent
- Constantly interview talent (artists and producers)
- Constantly review and rate reels and portfolios with Executive Producers
- Coordinate recruiting events to raise awareness of the company
- Design and negotiate compensation packages
- Maintain a deep virtual bench for both FTEs and Independent Contractors
- Schedule freelance talent as needed
- Provide hiring managers with shortlist of qualified candidates on demand
- Restructure the company's performance management system
- Evaluate employee performance and create improvement plans with team leaders
- Organize, supervise, and evaluate employee training programs
- Act as a mentor to employees and guide them in career progression
- Design a system to encourage mentorship
- Research and consult on compensation and benefits
- Track and report on turnover rates
- Develop employee retention programs
- Craft policies that support internal promotion
- Supervise onboarding and team-building efforts
- Lead the company's diversity, equity, and inclusion initiatives
- Oversee the health of the company's culture, protecting the positive contributions and identifying issues that hold the company back
- Constantly research and establish best practices

**REQUIREMENTS:**

- Proven work experience as a Chief Talent Officer or similar role
- Excellent leadership, communication, and networking skills
- High level of emotional intelligence and humility
- Driven, self-starter with resourceful, entrepreneurial spirit
- Systems thinker, excited by process
- Command presence
- Familiarity with performance management software
- Experience organizing and delivering training programs
- Good understanding of Human Resources tools (e.g. Applicant Tracking Systems)
- Ability to coach and manage individuals and teams
- Master's degree a plus

If you're interested in talking about this excellent opportunity, please send your resume to maryanna[[@](mailto:maryanna@rachelelewis.com)]rachelelewis.com.

If you fit the criteria, the next step would be setting up a phone or zoom where we can give you the full download after signing an NDA (requested by the client).

Thank you - <http://rachelelewis.com/>

Contact: rachele[[@](mailto:rachele@rachelelewis.com)]rachelelewis.com with resume if interested.

RLT is an employer-paid talent acquisition company; there is never a fee to candidates