



Talent Madness Agency

Career Opportunity

Junior Executive Assistant (TMA/JXA)

EXECUTIVE TEAM

CONFIDENTIAL

October 3, 2019

Version 2.1

Miguel Hidalgo
La Jolla, California USA

EVERYTHING

Contents

Career Opportunity 3
Miguel Hidalgo is a Senior Executive Entrepreneur 4
Career Overview 5
Skills & Prerequisites..... 6
Requirements 7
Get Committed..... 8

CONFIDENTIAL

Career Opportunity

Posted:	October 3, 2019
Position:	Junior Executive Assistant (TMA/JXA)
Companies:	Miguel Hidalgo & Company
Location:	<ul style="list-style-type: none">○ Hollywood, California, USA
Job Status:	Report to Miguel Hidalgo during startup stage. Begin in Part-Time scalable increments to Full Time. Based on performance and reliability. Begin in a dedicated home office. End up at an office in Hollywood.
Categories:	Office Administration, Human Resources: Recruiting, Casting & Deployment, Training & Development, Bookkeeping & Payroll, Team Builder. Customer Service & Concierge Service, Logistics, Damage Control Specialist and related duties.
Compensation:	Hourly wage range based on education, experience and skills. Begin as an independent contractor on a part-time basis during new hire sequence. 6-month probation period. Based on performance and reliability, comprehensive salary and benefits are offered for acceptance after a successful probation evaluation period.
Education Required:	4-year or 2-year College degree with a specialty in Human Resources and the entertainment industry.
Experience Required:	2-year practical experience at a startup or at your own startup preferred. Knowledgeable about the entertainment industry. Well-connected and talented.
Skills Required:	Leadership and strong management skills. Natural ability to create excitement and persuade people to participate at events. First one in, last one out. Motivate sales force and production teams. Social Media Marketing, Online Chat Operator, Customer Service, Telephones. Exceptional secretarial, handbook copywriter, communication and presentation skills. Dress for success. Image is everything. Complete a rigorous training program which includes physical team-building exercises. Fluent in English, written and oral.
Time & Travel Requirement:	24/7 Travel 25%. Passport required. No travel restrictions or limitations.

Miguel Hidalgo is a Senior Executive Entrepreneur

As a serial entrepreneur, his creative innovations encompass a variety of companies and hobbies.

1. Aerospace
2. Renewable Energy
3. Talent & Entertainment
4. Health & Well-Being
5. Human Evolutionary Development
6. Peak Performance
7. Entrepreneurship
8. Deep Space
9. Politics
10. eGames & eSports

In various stages of development, here is Miguel's roadmap for this lifetime.

Please open a browser to access the Internet. Scroll up and down to review our companies and hobbies at <https://miguel-hidalgo.net/>.

Every member in our growing organization has an intense desire to change the world. We are possessed with a passion to save the planet from Martian invasion. Apply today.

We want a hot-to-trot Junior Executive Assistant (TMA/JXA) to grow with us. Bring developed skills gained from “trench warfare” and “survival techniques” into chaotic personal and professional environments. These skills are highly valued to support an entrepreneurial lifestyle.

We carefully do our best to enhance peak performance for each member of our team. If you are a participant on a team or “running solo” to complete a huge project or tiny task, take charge. For example, if you leave the cave, kill something and drag it back to the cave, show us how it’s done.

Failure is not an Option. The only easy day was yesterday. HooYAH!



Career Overview

The Junior Executive Assistant (TMA/JXA) should be capable of dealing with fluid situations. A strong emphasis is placed on public relations, sales, customer service and brand management. Your role includes putting out fires, filling the gaps and anticipating the needs of the business entity.

The following departments are in the startup stage:

- Talent Madness Agency
 - Model Madness
 - Actor Madness
 - Music Madness
 - Dance Madness
 - Artist Madness

Assume your position with a “take-charge” mentality. As the Junior Executive Assistant (TMA/JXA), coordinate activities and report to two Global Senior Executive Assistants (MHC/GSXA).

Be responsible for orchestrating efficiency (performance) and effectiveness (results) on many levels.

A series of interviews will be held over the course of 180 days, or less, in Hollywood. Transportation and lodging expenses are not provided.

- OFFICE ADMINISTRATION
- PROMOTE THE BRAND
- CREATE OPPORTUNITIES
- LOGISTICS
- RECRUITMENT & TRAINING
- HANDBOOK COPYWRITER
- PROMOTE TEAMWORK
- ADDITIONAL RESPONSIBILITIES & DUTIES



Skills & Prerequisites

- A dedicated and quiet home office for conducting business activities which include an appropriate setting to conduct video conferences.
- Desktop computer, Microsoft Office 365, color printer with fax and scanning capabilities.
- Familiarity with Google chrome browser and Gmail.
- A laptop computer featuring a webcam with access to the Internet.
- A smart phone featuring a camera and Skype with access to the Internet.
- Appropriate wardrobe to match various types of assignments.
- International business experience is helpful.
- Command of the English language, written and oral.
- Reliable transportation. Valid drivers' license.
- Passport with no travel restrictions or limitations.



Requirements

In addition to our Career Opportunity, Career Overview, and Skills and Prerequisites, 2-year practical experience at a startup or at your own startup is preferred. Promotion and tradeshow skills are highly desirable. Knowledge of additional languages is helpful.

Part 1: Aim in the Right Direction at the Buyer

- Match and surpass goals and objectives.
- Guide stakeholders through various options.
- Persuade buyers and sellers to make quick buying decisions.
- Instill loyalty among the various stakeholders.



Don't be a silly Partz!

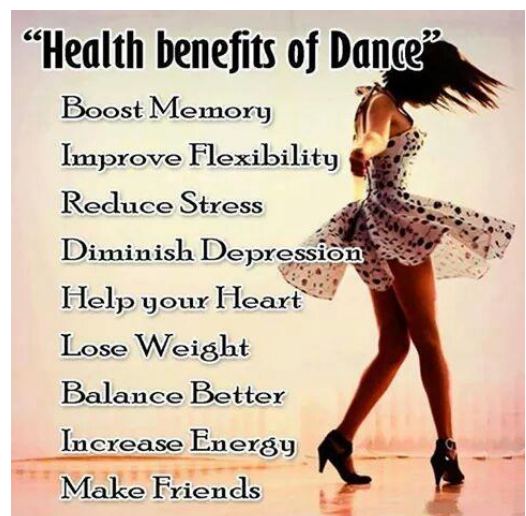
Part 2: Aim in the Right Direction to the Team

- Project management.
- Develop and execute various projects, assignments and tasks on a monthly basis.
- Promote corporate and marketing goals.
- Actively participate in public relations activities.
- Take the lead in meetings on a regular basis.
- Participate in training sessions.
- Additional duties and responsibilities that we have not thought of, yet.

Part 3: Living on a Prayer

- Classis rock is always encouraged.
- Doing activities like camping at Yosemite, riding Harley's, partying at Sturgis or Burning Man are righteous!
- Meditation, yoga, marathons, and other activities such as dancing are strongly encouraged!
- Adapt to ANY situation without breaking a sweat or stressing out.

*Do Today What Others Won't
Do Tomorrow What Others Can't*



Get Committed

This is not the typical 9 – 5 “merry-go-round” job. It’s a roller coaster ride!

The regimen is quite similar to television reality shows like “Survivor,” “Apprentice” and “the Amazing Race.” This career opportunity demands brain-power and it gets physical.

The applicant should be tenacious but practice the highest ethical standards. Ooze integrity. The applicant must be well organized, concerned about image, thrive as a leader, and take the initiative to achieve objectives without direct supervision; and perform equally well in a competitive team environment.

Be warned in advance that this career opportunity could be a colossal waste of time if the applicant does not have his or her fundamentals secured. Positive attributes are highly desirable. This is not a job filled with “corporation games.” It is a glorious adventure!

Is this a job entitlement program? NO! This is a rewarding career opportunity based on your hard work and performance.

Do not submit a cover letter and resume until [Career Opportunities](#) has been completed.

We are a drug-free and gossip-free zone. Pre-employment testing required. Please, no phone calls and no agencies. Only applicants apply. Relocation is not provided.

