

## Equity & Inclusion Talent Manager

Part of the international Equity and Inclusion team to lead, manage and support the overall production wide and line of business specific talent initiatives and programs. The Talent Manager will report into the SVP for Equity and Inclusion International. The Manager will be an integral part of supporting the E&I strategy and key initiatives across International. The role will partner closely with the Global E&I Team and Program Senior Manager.

- **Talent Initiatives and Development**
  - Partner with those responsible for professional development and other specialist teams to integrate programs into training, mentoring, recruiting, and professional development processes and procedures for productions
  - Work collaboratively across the WarnerMedia E&I network to build productions reputation as a E&I leader across the industry
  - Assist with the execution of all talent events, meetings, and projects (panel discussions, summits, conferences, professional development programming, etc.)
  - Leads outreach to external organizations including but not limited to local, regional and national diversity pipeline organizations and recruiters; Develops and manages apprenticeship program for entry-level roles on set
- **Logistics Support:** Assisting productions in creating, managing, and executing talent events across WM production,
  - First point of contact for projects / events; address and resolve request, concerns
  - Budget and expense management to support diversity and inclusion programs and events
  - Prepare and manage event materials and reporting, including regular communication via e-mail, in-person and virtual meetings, as well as post-event wrap up communications as needed
  - Provide planning, travel, and logistics support as needed
- **Overall E&I Support:**
  - Provide on-going support to production and team leadership including end-to-end program project delivery and presentation preparation
  - Audit and support key external production partnerships within Equity and Inclusion
  - Track and analyse E&I metrics, efforts, and accomplishments via reports / presentation materials to keep department informed about progress within E&I programs including Equality Commission monitoring as required in NI
  - Collaborate with People Partners (HR Business Partners) to support initiatives that strengthen WarnerMedia's growth and retention strategies (Talent, Learning & Development, etc.)
  - Escalate all people related issues to the People Partner, providing any E&I support as requested and necessary. Working in partnership with them to provide the best solutions and outcomes.
  - Work with CSR to establish key partnership projects and initiatives that require Equity and Inclusion support

- Apply knowledge of E&I processes and procedures to facilitate programs, projects, and events that meet WarnerMedia's Diversity and Inclusion needs
  - Facilitates inclusion trainings, onboarding and other specific trainings that bolster inclusive communications, content development and other interpersonal matters that can impact equity and inclusion on set.
- The Essentials
    - Equity and inclusion experience – demonstrable work experience within Diversity, Equity & Inclusion space, ideally gained within the television industry
    - Project and program management; Solutions oriented mindset, ability to multi-task and manage multiple projects with varying deadlines
    - Admin Support: Office management (calendars, expense management, etc.); Microsoft office: Outlook, Excel (intermediate), PowerPoint, Word; communications planning, budget and expense management on Concur
    - Logistics Support: Event Management (Food and Beverage / Vendor Relationship Management, travel coordination, creating marketing materials)
    - High attention to detail, strong communication skills, self-motivated, understands the importance of confidentiality, effective time and project management, flexible
  - Ideal Candidate is:
    - Personable, flexible, thinks outside of the box, high attention to detail, self-motivated, the ability to manage multiple projects and deadlines, someone who remains calm under pressure and is solutions oriented, someone who isn't afraid to ask questions, works well on a team, sense of urgency, time management and/or prioritizations
  - Candidate Accepting This Role Can Expect:
    - Clear communication of expectations / directives
    - Variety of projects, assignments and duties
    - Creative freedom with assignments, events, projects
    - Travel: Ability to assist with / experience the various events that E&I produces across the different productions / locations