CELEBRITY MANAGER

Job Ref. No: #JDMPR3538

2026 - 2027

- **Company Name** : Moris Media Private Limited
- **Designation** : Celebrity Manager
- **Job Type** : Full-Time
- **Industry** : Entertainment & Celebrity Management
- **Department** : Celebrity & Influencer Management
- **Work Model** : On The Road
- **Salary** : ₹ 100000 - ₹ 150000

www.morismedia.com

About morismedia

Moris Media is one of the **world's 3rd-largest Celebrity Management, Talent Management, Public Relations and Digital Marketing boutique agencies**, with more than **12 years of industry experience** and operations across **40+ countries** through a network of **750+ departments, service functions and specialised operational areas**.

The company delivers integrated solutions across celebrity management, talent representation, influencer management, public relations, digital communications, media relations, brand partnerships, reputation management, entertainment marketing, event coordination and social media management. Moris Media works with celebrities, influencers, artists, creators, public personalities, sports personalities, brands, agencies, production houses, media organisations, event partners and corporate clients to build long-term professional relationships and high-impact brand visibility.

The company's Celebrity and Talent Management division provides end-to-end coordination for celebrity, influencer and talent accounts, supporting brand endorsements, public appearances, media interactions, campaign execution, content planning, stakeholder communication, travel coordination, event management and professional representation. Every assignment is managed with a strong focus on confidentiality, operational excellence and seamless coordination across multiple stakeholders.

The **Celebrity Manager** position in **Kolkata** is a key role within this division, responsible for ensuring the smooth day-to-day management of assigned celebrity and talent accounts while representing Moris Media with professionalism, discretion and exceptional communication standards. The role is ideal for candidates who are passionate about the entertainment industry and can thrive in a fast-moving environment that requires flexibility, accountability, relationship management and meticulous attention to detail.

Job Summary

The **Celebrity Manager** position in **Kolkata** is a **Full-Time, On-the-Road role** responsible for the complete coordination and day-to-day management of an assigned celebrity category, an individual celebrity account, or multiple celebrity and talent accounts, depending on business requirements.

The selected candidate will serve as the primary coordination point for the assigned accounts and will manage their **professional schedules, social media activities, brand associations, commercial commitments, media interactions, public appearances, events, shoots, travel requirements and business-related coordination**. The role requires close involvement in both ongoing account management and time-sensitive assignments across different locations.

The Celebrity Manager will work directly with celebrities, influencers, artists, creators, talent representatives, brands, agencies, production teams, public relations professionals, media organisations, event partners, vendors and Moris Media's internal departments. The candidate will be responsible for ensuring that communication, approvals, schedules, deliverables and stakeholder requirements are managed accurately and within agreed timelines.

A significant part of the role involves handling the assigned celebrity's or talent account's **social media coordination and public-facing business activities**. This includes managing content calendars, coordinating content approvals, tracking posting schedules, supporting campaign execution, following up on brand deliverables, monitoring account-related requirements and maintaining consistency across public communication.

The role also includes coordinating **brand endorsements, commercial collaborations, interviews, appearances, meetings, event participation, travel movement, accommodation, transport, call times and on-ground schedules**. The candidate must be prepared to travel regularly and remain available according to the working schedules of the assigned celebrity or talent accounts.

This position requires strong communication skills, sound professional judgment, confidentiality, detailed follow-up and the ability to manage changing schedules without affecting service quality. The candidate must maintain professional boundaries while handling confidential information, personal schedule-related coordination and business-sensitive discussions.

The position is suited to candidates who understand that celebrity and talent management does not follow a fixed desk-based routine. Work hours, locations and assignments may change according to shoots, events, travel plans, brand commitments, social media schedules, media engagements and urgent account requirements.

Primary Responsibilities

As a **Celebrity Manager**, you will be responsible for managing the day-to-day operations, professional coordination and business activities of assigned celebrity, influencer, artist or talent accounts while ensuring seamless communication between all internal and external stakeholders.

- Manage one or more assigned celebrity, influencer, artist or talent accounts and serve as the primary point of coordination for all day-to-day professional activities.
- Coordinate **professional calendars**, including meetings, brand commitments, interviews, media interactions, public appearances, shoots, rehearsals, events, promotional activities and business engagements.
- Oversee the assigned celebrity's **social media coordination**, including content calendars, posting schedules, content approvals, campaign timelines, platform updates and coordination with internal creative and digital marketing teams.
- Coordinate **brand endorsements, commercial collaborations, sponsorships and promotional campaigns**, ensuring all deliverables are executed in accordance with contractual timelines and campaign requirements.
- Plan and manage **national and international travel**, including flight bookings, accommodation, local transportation, itineraries, airport movement, event logistics and on-ground coordination.
- Maintain continuous communication with celebrities, talent representatives, family offices where applicable, brands, agencies, production houses, media organisations, public relations teams, photographers, stylists, event organisers and internal departments.
- Coordinate all **business-related communications**, approvals, documentation and follow-ups to ensure smooth execution of commercial, promotional and media activities.
- Monitor campaign progress, content approvals, contractual deliverables, posting schedules and stakeholder commitments to ensure timely completion of assigned responsibilities.
- Maintain accurate records of schedules, travel plans, event calendars, campaign deliverables, communication logs, approvals, invoices, agreements and account-related documentation.
- Handle confidential business information, personal schedules and commercially sensitive discussions with the highest level of professionalism, discretion and confidentiality.
- Support the planning and execution of **media interviews, press conferences, promotional events, brand launches, award ceremonies, public appearances and industry events**.
- Coordinate with internal **Public Relations, Digital Marketing, Creative, Content, Production, Finance, Legal and Operations** teams to ensure effective execution of campaigns and account-related activities.
- Monitor the assigned celebrity's public engagements and support initiatives that strengthen professional reputation, brand value, media visibility and long-term commercial opportunities.
- Conduct research on potential brand collaborations, endorsement opportunities, industry trends, competitor activities and partnership prospects relevant to assigned talent accounts.
- Manage changing schedules, urgent requests, last-minute revisions and operational challenges while maintaining clear communication and ensuring minimal disruption to planned activities.
- Ensure all assignments are completed in accordance with company policies, contractual obligations, confidentiality requirements and professional standards.
- Represent Moris Media professionally during meetings, business discussions, travel assignments, productions, brand interactions, industry events and client-facing engagements.
- Build and maintain productive working relationships with celebrities, influencers, brands, agencies, media professionals, production partners and business stakeholders to support the long-term success of assigned accounts.

Required Skills

The ideal candidate should possess a balanced combination of communication, relationship management, operational coordination and organisational skills to successfully manage assigned celebrity and talent accounts in a dynamic entertainment environment.

Professional Communication

Excellent verbal and written communication skills with the ability to interact professionally with celebrities, influencers, artists, talent representatives, brands, agencies, media professionals, production teams, event partners and senior business stakeholders.

Celebrity & Talent Coordination

Strong understanding of celebrity management, talent coordination and professional account handling, with the ability to manage multiple assignments, schedules and stakeholder relationships simultaneously.

Calendar & Schedule Management

Proven ability to organise and manage professional calendars, meetings, interviews, brand commitments, shoots, events, travel schedules, rehearsals, public appearances and business engagements with exceptional attention to detail.

Social Media Coordination

Working knowledge of social media platforms, content calendars, publishing schedules, content approvals, campaign timelines, creator collaborations and digital communication workflows to support the assigned celebrity's online presence.

Brand Partnership Management

Understanding of brand collaborations, endorsement campaigns, sponsorship activities, promotional agreements and commercial deliverables while ensuring all commitments are executed according to agreed timelines.

Stakeholder Relationship Management

Ability to build and maintain productive relationships with celebrities, influencers, talent managers, brands, agencies, production houses, media organisations, vendors and internal cross-functional teams.

Travel & Event Coordination

Experience coordinating domestic and international travel, accommodation, transportation, itineraries, event logistics, production schedules and on-ground operational support for assigned celebrity or talent accounts.

Organisational Skills

Excellent organisational and administrative skills with the ability to manage documentation, communication records, campaign trackers, approvals, travel plans, contracts and business-related information accurately.

Time Management & Prioritisation

Ability to manage multiple priorities, changing schedules, urgent assignments and competing deadlines while maintaining accuracy, professionalism and service quality.

Problem Solving

Strong decision-making and problem-solving abilities to manage unexpected schedule changes, operational challenges, travel disruptions, event modifications and last-minute business requirements efficiently.

Attention to Detail

Exceptional attention to detail while managing approvals, campaign deliverables, contracts, travel arrangements, communication records, invoices and account-related documentation.

Confidentiality & Professional Ethics

Ability to handle confidential business information, personal schedules, commercial discussions, contractual matters and sensitive account-related information with integrity, discretion and professional judgment.

Digital & Office Productivity

Proficiency in Microsoft Office, Google Workspace, calendar management tools, email communication platforms, video conferencing applications, spreadsheets, documentation systems and collaboration tools used for professional account management.

Adaptability

Ability to work effectively in a fast-paced, on-the-road environment where schedules, travel plans, productions, events, media engagements and business priorities may change with short notice.

Interpersonal Skills

Strong relationship-building skills, emotional maturity, patience and professional etiquette to work confidently with high-profile personalities, executive teams, business partners and cross-functional stakeholders while maintaining exceptional service standards.

Qualifications & Experience

The **Celebrity Manager** role is suited to candidates with a strong educational background, excellent communication skills and a genuine interest in celebrity management, talent coordination, public relations and the entertainment

industry. Candidates should possess the professionalism, organisational ability and interpersonal skills required to manage high-profile talent accounts and business relationships.

Educational Qualification

Bachelor's degree in **Public Relations, Mass Communication, Journalism, Media Studies, Marketing, Business Administration, Event Management, Entertainment Management, Communications** or a related discipline is preferred.

A postgraduate degree, diploma or professional certification in **Public Relations, Celebrity Management, Talent Management, Digital Marketing, Media Communication, Brand Management, Event Management** or a related field will be considered an added advantage.

Professional Experience

1-5 years of relevant experience in celebrity management, talent management, influencer management, public relations, artist management, client servicing, brand partnerships, event coordination, media relations, account management or entertainment industry operations is preferred.

Candidates with experience in managing high-profile clients, business stakeholders or premium customer relationships will also be considered if their experience aligns with the responsibilities of the role.

Exceptional fresh graduates with excellent communication skills, strong interpersonal abilities, professional maturity and a genuine interest in building a career in celebrity and talent management may also be considered.

Industry Knowledge

Practical understanding of the entertainment industry, celebrity ecosystem, influencer marketing, brand collaborations, media relations, social media platforms, digital content workflows, event management and public image management.

Communication Skills

Excellent verbal and written communication skills in English are essential for professional correspondence, stakeholder communication, business documentation, reporting and day-to-day coordination.

Knowledge of additional regional or international languages will be considered an advantage based on the requirements of the assigned celebrity or talent accounts.

Digital Proficiency

Proficiency in Microsoft Office, Google Workspace, email platforms, calendar management tools, spreadsheets, presentation software, video conferencing platforms and collaboration tools required for professional account management.

Working knowledge of major social media platforms, content publishing workflows, campaign coordination and digital communication processes is preferred.

Professional Competencies

Candidates should demonstrate strong organisational skills, attention to detail, relationship management, business etiquette, confidentiality, problem-solving ability and sound professional judgment while managing multiple stakeholders, changing schedules and business priorities.

Travel Readiness

Willingness to travel nationally and internationally, work across multiple locations and support on-ground assignments, events, productions, meetings and business engagements as required for assigned celebrity and talent accounts.

Work Model & Professional Setup

The **Celebrity Manager** position follows an **On-the-Road** work model and is designed for professionals who are comfortable working across multiple locations based on the operational requirements of assigned celebrity, influencer and talent accounts. Rather than operating from a fixed office environment, the role requires regular movement between meetings, productions, events, shoots, brand activations, media engagements and travel assignments.

On-the-Road Working Environment

The selected candidate will primarily work from **Kolkata** while travelling to various business locations as required. Daily responsibilities may involve reporting to celebrity residences, production houses, studios, event venues, hotels, airports, corporate offices, brand partner locations, media organisations or other approved coordination points depending on assignment requirements.

Account-Based Assignment

Each Celebrity Manager may be assigned to manage a specific category of celebrities, a single high-profile account or multiple celebrity, influencer, artist or talent accounts. Assignments are determined by business requirements, campaign priorities, client portfolios and operational planning.

Business & Social Media Coordination

The role includes continuous coordination of the assigned account's business activities, including social media planning, content approvals, campaign schedules, brand commitments, commercial collaborations, media interactions, stakeholder communication and operational follow-ups. The Celebrity Manager serves as the central point of coordination to ensure smooth execution of all account-related activities.

Flexible Working Schedule

The entertainment industry operates according to production schedules, media timelines, travel plans, events and commercial commitments rather than fixed office hours. Candidates should be prepared to work according to the operational requirements of assigned accounts, including evenings, weekends or public holidays whenever business

activities require professional support.

Travel & On-Ground Presence

Regular travel within **Kolkata** and, where required, national or international travel forms an integral part of this position. The candidate should be comfortable attending shoots, events, media interactions, brand meetings, promotional campaigns, public appearances and other business-related engagements while representing Moris Media professionally.

Professional Standards

The Celebrity Manager is expected to maintain a professional appearance, excellent communication standards, business etiquette and strict confidentiality while representing both Moris Media and the assigned celebrity or talent accounts. The ability to adapt to changing schedules, manage multiple priorities and maintain professionalism in dynamic environments is essential for success in this role.

Travel & Availability Requirement

The **Celebrity Manager** position is an **On-the-Road** role that requires a high level of mobility, flexibility and availability to support the professional commitments of assigned celebrity, influencer, artist and talent accounts. Candidates should be prepared to travel frequently and adapt to changing schedules in line with business and client requirements.

Travel Readiness

Candidates must be willing to travel within **Kolkata**, across different cities and, where required, nationally and internationally to support celebrity assignments, brand collaborations, media engagements, productions, events, commercial campaigns and business meetings.

On-Ground Coordination

The role requires regular on-site presence at celebrity residences, production houses, film and television studios, advertising shoots, event venues, hotels, airports, corporate offices, media organisations, brand partner locations and other approved business venues to ensure seamless coordination and execution of assigned responsibilities.

Business Availability

The entertainment industry operates according to production schedules, travel plans, campaign timelines and public engagements rather than fixed working hours. Candidates should be available to support business requirements whenever assigned accounts require professional coordination, including early mornings, evenings, weekends and public holidays where operationally necessary.

Travel Documentation

Candidates should possess a valid passport with a minimum of six months' validity and be eligible to undertake domestic and international travel whenever required for approved business assignments. Any additional travel documentation required for specific destinations should be maintained in accordance with applicable regulations.

Professional Representation

During all travel assignments, meetings, productions, public appearances, media interactions and business engagements, the Celebrity Manager is expected to represent Moris Media with professionalism, discretion, excellent business etiquette and appropriate professional conduct.

Assignment Flexibility

Travel schedules, reporting locations and business priorities may change based on production requirements, celebrity availability, campaign timelines, event schedules, media commitments or client requirements. Candidates should be comfortable responding to schedule changes while maintaining effective communication, operational efficiency and high service standards.

Official Travel Support

For approved business travel, the company may provide or reimburse eligible expenses, including transportation, accommodation and other work-related travel costs, in accordance with company policy, internal approval procedures and the terms of the final employment offer.

Compensation, Benefits & Company Support

The **Celebrity Manager** role offers a professional environment that extends beyond a conventional corporate career. It provides opportunities to work closely with established personalities, leading brands and industry professionals while developing long-term expertise in celebrity and talent management.

Career Ownership

Unlike traditional desk-based roles, this position provides significant responsibility and professional autonomy. As the primary manager for assigned celebrity or talent accounts, you will oversee day-to-day coordination, business activities and stakeholder relationships, enabling you to build trusted professional partnerships and develop strong account ownership.

Work with High-Profile Talent

Manage and support one or more assigned celebrity, influencer, artist or talent accounts while working closely with

industry professionals, production teams, media organisations, brand partners and business leaders across a wide range of entertainment and commercial projects.

Global Travel Opportunities

Depending on business requirements, the role may include domestic and international travel for celebrity appearances, productions, brand campaigns, media engagements, business meetings and special events. This provides exposure to different markets, cultures, industries and professional environments.

Luxury Hospitality Exposure

The role may involve coordinating premium events, luxury hotels, business-class travel arrangements, high-profile productions, exclusive industry functions and premium brand collaborations as part of official business assignments.

Professional Network Development

Build long-term relationships with celebrities, talent representatives, business leaders, brand managers, production companies, agencies, media professionals and corporate decision-makers, creating valuable industry exposure and career development opportunities.

Performance-Based Incentives

In addition to the compensation package, eligible employees may receive **performance-based incentives, recognition awards and business-linked rewards** based on individual contribution, account performance and company policies.

Continuous Professional Growth

Gain practical experience in celebrity management, talent representation, brand partnerships, public relations, media communication, entertainment operations, business negotiations and stakeholder management while working on diverse assignments.

Travel & Business Support

For approved business travel, the company may provide or reimburse eligible expenses, including transportation, accommodation and other work-related travel costs in accordance with company policy and approved business requirements.

Professional Development

Work alongside experienced industry professionals while developing expertise in account management, leadership, communication, business coordination, crisis management and relationship management within the entertainment industry.

Long-Term Career Opportunities

High-performing professionals may have opportunities to manage larger talent portfolios, premium celebrity accounts, international assignments, strategic partnerships and leadership responsibilities as part of their long-term career

progression within Moris Media.

Apply Only Through the Official Job Page

The ideal candidate for the **Celebrity Manager** position is someone who is passionate about building a long-term career in **celebrity management, talent management, entertainment, public relations and brand partnerships**. This role is designed for individuals who thrive in dynamic environments, enjoy working with high-profile personalities and are comfortable taking ownership of professional relationships and business responsibilities.

Is This the Right Career for You?

This is **not a traditional corporate desk job** and **not a fixed 9-to-5 role**. The entertainment industry operates around productions, business meetings, travel schedules, brand commitments, media appearances, events and celebrity engagements. Every day brings new challenges, opportunities and experiences.

The ideal candidate enjoys working in a fast-paced environment where flexibility, adaptability and professionalism are essential for success.

Ideal Candidate Profile

The ideal candidate should:

- Possess exceptional verbal and written communication skills.
- Be confident, professionally presentable and well-groomed.
- Have a genuine interest in luxury lifestyle, entertainment, media and celebrity management.
- Enjoy travelling and experiencing different cities, countries and cultures.
- Be comfortable interacting with celebrities, business leaders, media professionals and premium clients.
- Demonstrate excellent interpersonal, relationship-building and stakeholder management skills.
- Maintain the highest level of professionalism, confidentiality and business etiquette.
- Be highly organised, proactive and capable of managing multiple priorities in a fast-moving environment.
- Be flexible and available to adapt to changing schedules, travel plans and business commitments.

Luxury Lifestyle & Global Exposure

The role offers exposure to premium business environments, luxury hotels, exclusive events, film and television productions, brand launches, international airports, business lounges and high-profile industry gatherings. Depending on business requirements, opportunities may include domestic and international travel, allowing candidates to experience diverse cultures, industries and global business environments while representing Moris Media.

Professional Ownership

Unlike many conventional corporate roles, this position offers significant professional ownership and accountability. Celebrity Managers are entrusted with managing assigned celebrity or talent accounts, coordinating business

commitments, overseeing schedules, handling brand collaborations and maintaining relationships with clients, media professionals and stakeholders. This role rewards individuals who can independently manage responsibilities while maintaining the highest professional standards.

Selection Process

The recruitment process is designed to identify candidates who possess the professionalism, communication skills, personality and commitment required for this unique career opportunity.

The selection process may include:

1. **Online Application Submission**
2. **Application & Résumé Review**
3. **Communication & Personality Assessment**
4. **HR Interview**
5. **Hiring Manager / Leadership Interview**
6. **Practical or Situational Assessment (where applicable)**
7. **Reference & Background Verification (if required)**
8. **Final Selection & Employment Offer**

Only shortlisted candidates will be contacted for the subsequent stages of the recruitment process.

How to Apply

Applications are accepted **only through the official Moris Media Careers Portal**. Applications submitted through email, WhatsApp, social media platforms or any unofficial channel will not be considered.

Candidates are encouraged to submit a complete application with an updated résumé, educational qualifications, professional experience and any additional information relevant to the position.

Important Information

- Carefully review the complete Job Description before applying.
- Ensure that you are comfortable with the **On-the-Road** work model and travel requirements.
- Be prepared to travel or relocate whenever business requirements require.
- Moris Media **does not charge any application fee, registration fee or recruitment fee** at any stage of the recruitment process.
- Recruitment communication will be conducted only through authorised Moris Media representatives.

Apply Now

Submit your application through the **official Moris Media Careers Portal** and begin your journey towards a rewarding career in celebrity and talent management.

APPLY ONLINE HERE

Career Opportunities Across Borders

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