Talent Management Intern

Remote · Part-time, 15–20 hrs/week · $20–$22/hr · 12 months · Academic credit available

ABOUT KSE

Kaleo Sports & Entertainment (KSE) is a boutique talent representation, brand partnerships, and PR agency working across sports, entertainment, and the creator economy. We represent a focused roster of professional athletes, creators, and podcast talent with a small, senior team that stays close to every client and every deal.

THE ROLE

The Talent Management Intern supports the day-to-day management of KSE's talent roster. You will help build and maintain client social media content calendars, track contract deliverables and usage and exclusivity windows across brand partnerships, research brands and opportunities, and keep KSE's client-facing systems accurate and current. This is the operational heartbeat of a talent agency, and you will see how deals are prospected, pitched, delivered, and renewed.

WHAT YOU'LL DO

- Build and maintain client social media content calendars (posting schedules, sponsored-content deadlines, campaign timelines) in coordination with clients and brand partners.
- Track brand-partnership contract deliverables, including postdates, approvals, usage rights, exclusivity windows, and payment milestones, and flag anything coming due or at risk.
- Research brands, agencies, and categories for partnership fit, and build prospect lists and one-page briefs.
- Pull and organize client performance data such as audience, engagement, and past campaign results for pitch decks and recaps.
- Help prepare client materials, including one-sheets, media kits, deck updates, and case studies.
- Support campaign execution by collecting assets, routing approvals, confirming deliverables went live, and assembling recap reports.
- Keep KSE's internal systems (Clients, Brands, Deals, Deliverables, Payments) accurate and up to date.
- Monitor industry news on athlete and creator deals, platform changes, and brand moves, and share a short weekly digest with the team.
- Manage client gifting for special occasions (birthdays, weddings, special events)

WHAT YOU'LL LEARN

- How talent representation works end to end: prospecting, pitching, negotiating, delivering, and renewing.
- How brand deals are structured, including deliverables, usage, exclusivity, and payment terms, and how to manage them without dropping a ball.
- How to build and run the systems that keep a roster of athletes and creators on track.
- Direct exposure to live deals with national brands and to clients across sports, entertainment, and the creator economy.

WHO YOU ARE

- Current undergraduate or graduate student in sports management, marketing, communications, business, or a related field, or a recent graduate within the past 12 months.
- Exceptionally organized and detail oriented. You like trackers, deadlines, and checklists, and you notice when something is off before anyone else does.
- Fluent in Instagram, TikTok, YouTube, and X, with a point of view on what makes content perform and which athletes and creators do it well.
- Comfortable with spreadsheets and databases such as Google Sheets and Airtable, and able to read and work from a contract summary.
- Discreet and professional. You will handle confidential client and deal information.
- Comfortable working remotely and asynchronously using Google Workspace and able to join a weekly check-in scheduled around your classes.
- Nice to have: proficient with Claude, experience running a social account for a campus organization, team, or small business; club or collegiate athletics; coursework in sports business or contracts.

PROGRAM DETAILS

Reports to	Joe Kazar, VP Partnerships & Commercial Strategy
Location	Remote.
Schedule	Part-time, 10–15 hours per week, scheduled around your classes. Hours flex down during finals and can flex up over the summer by mutual agreement.
Duration	12-month program, January through December 2027, structured in three terms (spring, summer, fall) to match your school calendar, with a 90-day check-in to confirm fit on both sides.
Compensation	$20–$22 per hour, based on experience and location. This is a part-time, hourly (non-exempt) W-2 position with a $50 monthly remote-work stipend toward phone and internet. Sick leave accrues in line with California law.
Academic credit	Available. KSE will complete your school's internship paperwork (learning agreements, supervisor evaluations, hour verification) so you can earn academic credit for any term your program allows. The internship continues as a paid role either way.
Eligibility	Must be authorized to work in the United States. KSE is unable to sponsor work visas for this position.

Kaleo Sports & Entertainment is an equal opportunity employer and considers all qualified applicants without regard to any characteristic protected by law.

To apply please email your resume to hr@kaleose.com and add this job title in the subject line.