



High Society Models
STRUCTURE
BOOKLET

WHO TO CONTACT FOR WHAT AND WHEN

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High Society Models has been built with it's models at the forefront. Everything that's ever done is to give back to the models, and to make sure everyone is supported fully constantly and consistently. The owner, Emily always wanted to be seen as approachable and accessible but as the agency grew beyond anything anyone every imagined it became apparent that being available to nearly 2,000 models was impossible. So, we now have the Admin Team which consists of Office Assistants, Recruitment Directors, Managing Directors, Managers, Assistant Managers, Senior Admins, Admins and Trainee Admins. We currently have over 50 Admins Team members, with it growing by the day. We never want the Admin Team to feel as a hierarch, but with that said, this is a business, and for the business to work certain people have certain roles in order to maintain the consistent support, help and high standards we've always set as an agency. Below we have set out a rough guide on who to contact and when, so that any queries are sorted as effective and effiecently as possible.

High Society Models

ADMIN TEAM

Emily

Agent / Owner

M (Emily A)

Managing Director

Chelsea M

Managing Director

Chloe S

Office Assistant

Jessica M

Recruitment Director

Leanne & Gemma S

Managers of Group 1

Kelly P & Jess K

Managers of Group 2

Lydia M

Manager of group 3

Marie A

Manager of group 4

Emilie R

Manager of group 5

Amanda B

Manager of group 6

PJ

Manager of group 7

Leanne & Gemma S

Assistant Manager of Group 1

Kelly P & Jess K

Assistant Manager of Group 2

Nina S

Assistant Manager of Group 3

Leigh & Lucyleigh

Assistant Manager of Group 4

Lizzie A

Assistant Manager of Group 5

Jess G

Assistant Manager of Group 6

Rachael

Assistant Manager of Group 7

Caitlin & Laura

Senior Admin of Group 1

Chloe

Senior Admin of Group 2

Tracy

Senior Admin of Group 3

Chloe S & Meg

Senior Admin of Group 4

Courtney & Nicki

Senior Admin of Group 5

Theresa

Senior Admin of Group 6

Chloe

Senior Admin of Group 7

Josie

Admin of Group 1

Terri Anne & Monica

Admin of Group 2

Amber

Admin of Group 3

Toni

Admin of Group 4

Claudia & Zoe

Admin of Group 5

Jenna, Tavia & Becky

Admin of Group 6

Josie

Admin of Group 7

Sammy

Trainee Admin of Group 1

Terri Anne & Monica

Trainee Admin of Group 2

Ashleigh & Jess

Trainee Admin of Group 3

Laura

Trainee Admin of Group 4

Lilly & Tenaya

Trainee Admin of Group 5

Zuzana

Trainee Admin of Group 6

Kirsty, Simona & Megan

Trainee Admin of Group 7

52 MEMBERS IN TOTAL, AND GROWING BY THE DAY!



AGENT / OWNER

The agency was launched and is owned by Emily. Emily is currently on "maternity leave" as she is due her little girl in September. But as the true workaholic we know and love, she is still very much around and always will be, she has just given up part of the day to day running of the agency to the Managing Directors.

Message the business number (07379676558) for:

- On request pays
- Payment issues (but please make sure you are checking the 'Payment issue checklist' first, and then messaging a manager before messaging the business number).
- Change of Bank Details
- Booking in a Podcast / Interview dates
- Referrals (remember you get £20 for every person you refer when they hit 200 credits)

Everything else can go via your Managing Directors (this may change slightly once Emily is back from Maternity Leave)



MANAGING DIRECTORS

The Managing Directors role is essentially "Managers of managers" they are there to offer more support to the amazing managers as well as background and 1-1 support for ALL models.

There are currently two Managing Directors; M and Chelsea. Their work numbers are in ALL group chats, so please tag / @ them with any issues. You can also message them directly should you need to.

Please always ask general questions / queries in the group chat first, as you will get a quicker response due to there being a larger amount of support from your manager and admin team in there. If you do not get a reply in the group chat, please @ your manager. If that does not get a reply, please then message either M or Chelsea directly.

Message M (07854486965) or Chelsea (TBC) for:

- If you have not had a reply within a sufficient amount of time from your group chat manager
- If you'd like a workshop call with one of them (Most workshop calls are done by Managers and Assistant Managers, but Chelsea and M are also happy to do one with you if you'd like)
- Any system issues ie. issues with you profile.
- If you have not had your "on request pay" paid within a sufficient amount of time (so have messaged the business number 3 money bags and it's been an hour or two) - This way they can call Emily's personal number to give her a nudge.
- Any client issues ie. a client has been rude
- If you are struggling with anything and need a 1-1 chat
- About events (They will be organising all upcoming events)
- Any suggestions you may have ie. giveaways, competition, incentive ideas.



RECRUITMENT DIRECTOR

The Managing Directors role is essentially "Managers of managers" they are both there to offer more support to the amazing managers as well as background and 1-1 support for ALL models.

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Message Jessica (07737702072) for:

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- If you'd like a workshop call with one of them (Most workshop calls are done by Managers and Assistant Managers, but Jess is also happy to do one with you if you'd like)



OFFICE ASSISTANT

The Managing Directors role is essentially "Managers of managers" they are both there to offer more support to the amazing managers as well as background and 1-1 support for ALL models.

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Message Jessica (07737702072) or M (07854486965) for:

- If you have not had a reply within a sufficient amount of time from your group chat manager
- If you'd like a workshop call with one of them (Most workshop calls are done by Managers and Assistant Managers, but Jessica and M are also happy to do one with you if you'd like)
- Any system issues ie. issues with you profile.
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ASSISTANT MANAGERS

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SENIOR ADMINS

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TRAINEE ADMINNS

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Message Jessica (07737702072) or M (07854486965) for:

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ADMINS

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