



Tisch Office of Career Development

# Guide to N.Y. Temping and Staffing Firms

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**NYU | TISCH**

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## ***HOW TO USE THIS DOCUMENT***

There are many companies that specialize in placing talented individuals in temporary or fixed-term employment situations. This is not meant to be a comprehensive or exclusive list, and should not replace your own research and proactive approach to the job hunt. We hope you find it a useful starting point.

- 1.** Before calling, do your research. Visit the websites of the firm you are interested in. Familiarize yourself with the industries and type of hiring they are known for. It is important to get a feel for the placement company and their reputation.
- 2.** Review the requirements and screening process for candidates. Will they require an Excel or typing test? Do you need a portfolio? Could this placement be a career launching pad?
- 3.** You will get the most of your short-term assignment if you treat it like a full time opportunity. You will interact with industry professionals and have the opportunity to show them strengths. Try your best and take the role seriously, even if you don't expect to grow with the organization. Seize simple opportunities to build relationships and network, and to develop new skills that you can market to future employers.
- 4.** Temping can be a great way to boost your resume and add experience in the workplace. Many staffing companies offer training to their staff of employees, so take advantage of this resource.

## ***USEFUL DEFINITIONS***

There are three main types of job placements in the staffing industry:

- ! *Temporary or contract*, where you are placed with an organization on an interim basis
- ! *Temp-to-perm or temp-to-hire*, where you are placed with an organization on a trial basis to determine if the job is a good fit for your skills, interests, and career goals (and frequently until the organization has the headcount to hire you)—if so, you become the a staff employee
- ! *Direct hire or permanent*, where you are recruited by the staffing firm and then hired by the organization it is recruiting (scouting) for

For more information regarding staffing practices, statistics, and access to a national staffing company database, please visit the **American Staffing Association's** website: [www.americanstaffing.net](http://www.americanstaffing.net).

## **MEDIA, ENTERTAINMENT, AND ARTS RELATED RECRUITMENT AND STAFFING FIRMS**

<b>Name</b>	<b>Contact Info</b>	<b>Details</b>
<b>24 Seven Talent</b>	120 Wooster Street, 4 <sup>th</sup> Floor New York, NY 10012 P: 212-966-4426 F: 212-966-2313 <a href="http://www.24seventalent.com">www.24seventalent.com</a>	<b>Specializes in:</b> Fashion, Action Sports, Beauty, Home Furnishing, Retail, Marketing, Advertising, Creative  <b>Type:</b> Permanent, Temp
<b>Adecco</b>	551 5 <sup>th</sup> Avenue, Room 501 New York, NY 10176 P: 212-391-7000 <a href="http://www.adeccousa.com">www.adeccousa.com</a>	<b>Specializes in:</b> Various Industries including: Creative and Hospitality. Roles include administrative support and beyond  <b>Type:</b> Permanent, Interim
<b>Atrium</b>	71 5 <sup>th</sup> Avenue, 3 <sup>rd</sup> Floor P: 212-292-0550 F: 212-949-7608 <a href="http://www.atriumstaff.com">www.atriumstaff.com</a>	<b>Specializes in:</b> Cosmetics, Fashion, Media, Pharmaceutical, Marketing, Legal  <b>Type:</b> Permanent, Temp
<b>Beacon Hill Staffing</b>	104 W 40 <sup>th</sup> Street, 8 <sup>th</sup> Floor New York, NY 10018 P: 212-986-3000 F: 212-986-3001 <a href="http://www.beaconhillstaffing.com">www.beaconhillstaffing.com</a>	<b>Specializes in:</b> Accounting, Technology, Legal, Medical, Security  <b>Type:</b> Temp, Temp-to-hire
<b>Central Casting</b>	101 W. 31st Street, 16 <sup>th</sup> Floor New York, NY 10001 P: 646.205.8244 F: 212.947.4859 <a href="http://www.centralcasting.com">www.centralcasting.com</a>	<b>Specializes in:</b> Background acting  <b>Type:</b> Temp
<b>Creative Circle</b>	470 Park Ave South, 14th Floor New York, NY 10016 212.777.8001 Tel 888.781.8818 Fax <a href="http://www.creativecircle.com">www.creativecircle.com</a>	<b>Specializes in:</b> Design, Management, Copywriting, Editing  <b>Type:</b> Permanent, Freelance
<b>The Hired Guns</b>	33 W 17 <sup>th</sup> Street, 7 <sup>th</sup> Floor New York, NY 10011 P: 212-366-1918 <a href="http://www.thehiredguns.com">www.thehiredguns.com</a>	<b>Specializes in:</b> Marketing, Public Relations, Promotions, Design, Content, Journalism, Project Management, Technology  <b>Type:</b> Permanent, Temp
<b>The Supporting Cast</b>	10 E. 40 <sup>th</sup> Street, #1300 New York, NY 10016 P: 212-532-8888 F: 646-390-4665 <a href="http://www.supportingcast.com">www.supportingcast.com</a>	<b>Specializes in:</b> Support positions for various industries (i.e. reception, catering/food, secretarial, administrative assistants) <b>Type:</b> Short/Long Term, Permanent

<b><i>Name</i></b>	<b><i>Contact Info</i></b>	<b><i>Details</i></b>
<b>The Tempositions Group of Companies</b>	420 Lexington Ave. 21 <sup>st</sup> Floor New York, NY 10170 P: 212-490-7400 F: 212-867-1759 www.tempositions.com	<b>Specializes in:</b> Office, Admin, Creative division, Substitute Teachers, Health Care  <b>Type:</b> Short Term Temp, Mid-Length
<b>Vanguard Temporaries</b>	110 E 40 <sup>th</sup> Street, Suite 900 New York, NY 10016 P: 212-682-6400 F: 212-682-7416 www.vanguardstaffing.com	<b>Specializes in:</b> Various Industries including Creative, Graphic Design, Accounting, Office Administration  <b>Type:</b> Permanent, Temp

### ***GENERAL STAFFING FIRMS AND RECRUITING AGENCIES***

<b><i>Name</i></b>	<b><i>Contact Info</i></b>	<b><i>Details</i></b>
<b>DayBreak Staffing</b>	501 5 <sup>th</sup> Avenue, Suite 701 New York, NY 10017 P: 212-557-6868 www.daybreakstaffing.com	<b>Specializes in:</b> Legal support  <b>Type:</b> Permanent, Temp
<b>Flextime Solutions</b>	75 Chestnut Ridge Road Montrale, NJ 07645 P: 973-763-6603 F: 201-307-0111 haleystuartgroup.com/creative/	<b>Specializes in:</b> Marketing, Communications and Design  <b>Type:</b> Permanent, Interim