

CURTIS BROWN

Literary and talent agency

JOB DESCRIPTION

THEATRE, FILM AND TELEVISION (TFTV) DEPARTMENT – ASSISTANT TO SENIOR AGENT

SUMMARY

The core of the role is to ensure the smooth running of the agent's office through effective organisation and exceptional client care. Promotion of the clients' work, seeking out new opportunities for them both here in the UK and internationally, and safeguarding their interests is at the heart of what an agent does, so the successful candidate will need to quickly gain a comprehensive knowledge of each of the client's work.

The role will suit someone who has excellent communication skills, both verbal and written; exceptional organizational skills; a keen eye for detail and accuracy; and the ability to prioritise, multitask and work under pressure with interruptions. The successful candidate will be proactive, confident and show initiative. They will be a team player who is willing to share information, ideas and any industry contacts they have and continue to make. They will have a good knowledge of and demonstrable passion for the broader film, TV and theatre landscape. Please note that this is not an entry level job and we are looking for someone with relevant prior experience of working as an assistant preferably in the media industry within an agency or production company.

DUTIES AND RESPONSIBILITIES

General Administration

- Answering the phone with a confident manner. Transferring calls to the agent or taking messages accurately.
- Collecting and opening post, discussing with agent and sending out contracts
- Processing expenses (general and travel specific)
- Maintaining clear filing systems to identify latest versions of documents, scripts, treatments.
- Providing cover for the agent when they are ill, on holiday or travelling for work. Also helping cover colleagues' phones when they are away from their desks or on holiday

Diary management

- Setting up and co-ordinating meetings for the agent and their individual clients.
- Intelligent organization of diary and clear communication with agent, clients and producers
- Arranging international and domestic travel for agent and clients
- Helping create meeting schedules for festival attendance and client trips

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Client care

- Reading and watching material on an on-going basis and being able to discuss it
- Reading and watching material sent by producers for consideration by clients
- Submitting material and following up on proposals made by the agent
- Building relationships with production companies
- Going to see client screenings, plays, watching clients' work when broadcast or showing at the cinema

Accounts administration

- Raising and sending invoices
- Tracking and chasing money when necessary
- Administering and logging/scanning contracts
- Working with the accounts team to ensure all client finance information is up to date e.g. VAT registration, loan-out company details, tax status on international projects

IT and website responsibilities

- Using the company client database and IT systems used by Curtis Brown
- Using Microsoft Outlook, Excel and Word.
- Regularly updating client CVs on the company website including writing biographies
- Composing news stories for the website to promote clients' work
- Uploading audio-visual material to video platform Vimeo
- Comprehensive knowledge of social media. To be used for the promotion of client work via Curtis Brown social media accounts

TO APPLY, PLEASE SEND YOUR CV AND A COVERING LETTER TO jobs@curtisbrown.co.uk

Make sure you include 'TFTV assistant position' in the subject line of your email

CLOSING DATE FOR APPLICATIONS: Monday 20th February 12pm