

# CURTIS BROWN

Literary and talent agency

## **Job Description: Translation Rights Manager (Book Department)**

We are looking for an experienced, confident and highly motivated Rights Manager to work in the Translation Rights Department at Curtis Brown.

Our ideal candidate will have significant experience of working in a rights department either at a publishing house or an agency, and experience of working in children's translation rights would be an advantage. They should also have experience of negotiating deals and drafting contracts, enjoy working in a team and be able to handle a high volume of work. Knowledge of a foreign language is helpful but not necessary.

This role involves negotiating deals in the following territories: Arabic speaking countries, Croatia, Georgia, Greece, Hungary, Iceland, Israel, Poland, Russia, Turkey and smaller territories in the Far East, as well as representing our children's list across all territories.

This role gives an ideal opportunity for someone with existing experience in selling translation rights to develop in an exciting and dynamic role, build excellent knowledge and contacts within the industry and work with an internationally renowned stable of authors across the Curtis Brown list.

### **RESPONSIBILITIES**

#### **Client Care and promotion:**

- Building and maintaining successful relationships with foreign publishers through regular contact and at book fairs, negotiating the best possible terms for clients across all areas of a deal.
- Work as part of the children's rights team, selling books represented by Curtis Brown and Curtis Brown Australia in all territories and helping to grow this area of the business.  
Build an in-depth knowledge of clients and titles handled by the agency and of the markets you work across.
- Develop positive relationships with clients and primary agents based on trust, speed and reliability and offer excellent client care.
- Ensure that the Curtis Brown website offers maximum promotion and opportunities for all clients and their titles. Update with new translation rights sales, reviews, information and news stories according to style guidelines. Flag up items for the Translation site webpage and the monthly newsletter, and use Curtis Brown's Translation Department Twitter account to help in the promotion of the clients and their work.
- Field permissions requests
- Handle requests and enquiries from clients, colleagues in other departments and other industry professionals

### **Contracts, Accounts and Systems:**

- Draft contracts, negotiate terms and keep track of contracts for clients following deal negotiations, liaising with the contracts department.
- Invoice for advances and fees once monies have been agreed with publishers and chase as required.
- Ensure contracts are accurately administered and recorded and can be quickly accessed. Maintain and update Agentfile as the key database for client information and scan copies of contracts to the Therefore database system.
- Check and approve client statements.
- Send reversion letters when required and chase for responses.
- Aid clients in obtaining international tax codes where necessary. Be aware of tax implications for foreign deals and liaise with clients in a timely manner on completion of deals so as not to hold up payment or have a client unnecessarily suffer a tax withholding.

### **Office and department administration:**

- Arrange schedule for foreign trips and Book Fairs and other events including travel, accommodation and publicity details for author promotion.
- Work closely with other members of the Book Department team, sharing information, ideas and networks
- General administrative tasks including but not limited to: maintaining manual and computerised filing system and records, entering information to the company database and publishing charts, producing reports.
- Any other duties as reasonably requested by your manager.

### **Essential skills required:**

- Confidence in negotiating and finalising deals.
- A positive, can-do attitude, ability to manage a heavy and varied workload and to prioritise when necessary.
- Excellent attention to detail, particularly when dealing with rights and contracts.
- Ability to write good copy concerning authors and books for the Curtis Brown website and digital catalogues.
- Excellent communication skills, ability to deal effectively with colleagues and publishers and be appropriately attentive to clients and co-agents. A good phone and email manner.
- Confidence with IT including website content management system, Microsoft Outlook, Word and Excel. Unafraid of using new computer systems.
- Good record-keeping. Confident to establish and implement new systems.
- Ability to work calmly under pressure and to tight deadlines, without compromising on quality.

### **Experience and Qualities required:**

- **You should have at least 2 years' experience in a foreign rights department**, whether in a publishing house or an agency, and should ideally have direct selling experience as well as working with co-agents to negotiate deals. It would be particularly valuable to have had some experience working in translation rights for children's books.
- **Versatile team-player:** As part of a lively department, you should be happy to use your skills to help facilitate colleagues' projects; to roll up your sleeves and pitch in.
- **Book and culture lover with a keen interest in publishing:** You should have an interest in a wide variety of literature and in the international publishing market.