

JOB DESCRIPTION: Assistant, Book Department

PURPOSE OF ROLE:

To work closely with Literary Agent Stephanie Thwaites to help provide the best possible service to authors, potential clients, publishing and publicity partners.

RESPONSIBILITIES

1 Client Care and promotion

- 1.1 To build an in-depth knowledge of clients, titles and genres represented by Stephanie Thwaites.
- 1.2 Assisting Stephanie Thwaites with handling requests and enquiries from clients, colleagues in other departments and other industry professionals.
- 1.3 Reading manuscripts and submissions, providing feedback and producing reports as required. Helping to manage the submissions inboxes.
- 1.4 Maintaining the main publication schedule for clients: invoicing and coordinating CB promotional activity around publication.

2 Contracts and Finance

- 2.1 Processing Contracts, which includes: drafting and keeping track of contracts, entering contract information to the Curtis Brown database and scanning a copy to the *Therefore* database system.
- 2.2 Invoicing and chasing clients' advances and fees once monies have been agreed with publishers as directed.
- 2.3 Sending reversion letters as required, managing & tracking the process where appropriate.
- 2.4 Drafting client agreement letters and preparing new client packs as appropriate.
- 2.4.1 Permissions – responding, negotiating, drawing up paperwork, invoicing, maintaining the log.

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3 Web-enabled and Digital Technology

- 3.1 Researching ways of enhancing the department's services through the effective use of emerging technologies Keeping client pages, work pages, reviews and media updated across all clients/projects.
- 3.2 Helping to improve the experiences of publishers and other industry professionals who are searching on the Curtis Brown website for information about the department's clients
- 3.3 Assisting in developing new ways of promoting the department's clients using new technology i.e. social media platforms.
- 3.4 Writing news articles for the Curtis Brown website (*see also 4.3*)
- 3.5 Liaising with Curtis Brown's Digital Content Manager and staff in other departments to ensure a coherent approach to content on the Curtis Brown website

4 Promotion and Marketing

- 4.1 Ensuring that information on all existing clients and their titles is included on the Curtis Brown website and is regularly updated in order to offer premium promotion/opportunities for the client.
- 4.2 Drafting web profiles for new clients and their work on the Curtis Brown website, per Curtis Brown style guidelines.
- 4.3 Planning ahead and recognising opportunities for news stories for the Curtis Brown website. Writing news stories, editing images & video for multimedia content.
- 4.4.1 Providing engaging content across all social media platforms (Twitter, FB, Instagram – recently resurrected), utilising as a tool to both promote existing clients and engage with new clients.
- 4.5 Keeping track of press reviews which includes: making copies, entering links to reviews the Curtis Brown website

5 Office Administration

- 5.1 Fielding and handling calls, post and email messages as directed.
- 5.2 Handling requests and enquiries from clients, colleagues in other departments and other industry professionals. Coordinating materials / information for TV/film, audio, translation, handling their queries on individual projects.
- 5.3 Collecting any post & deliveries from the Curtis Brown Reception area

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- 5.4 Working closely with other members of the Book Department team, sharing information, ideas and networks.
- 5.5 Welcoming visitors at reception on behalf of Stephanie Thwaites and escorting them through the office to their meeting.
- 5.6 Booking and setting up meeting rooms in advance as directed and organising any refreshments.
- 5.7 Assisting with arranging schedules for London, Bologna and Frankfurt Book Fairs, New York, and any other business travel abroad. Arrange travel (flights, trains, car-hire, taxis etc), accommodation and restaurant bookings etc. as required.
- 5.8.1 Drawing up schedules for visiting editors / roundtable sessions
- 5.9 Expenses – filling in and compiling the necessary paperwork
- 5.10 Diary management – scheduling author meetings, visits to publishers, reservations

Experience and skills required

- At least 1 years' previous office experience, preferably experience within a Literary Agency.
- Strong administrative and organisational skills
- Ability to actively build and maintain positive relationships, able to work well with clients
- Ability to read fast and engage critically with material
- Strong communication skills.
- Excellent time keeping and time management skills and the ability to meet deadlines and to prioritise
- High level of accuracy and excellent attention to detail, ability to maintain high levels of focus and concentration
- Experience of and confidence using Microsoft Office products and databases/spreadsheets
- Previous industry experience would be very useful
- Must be a voracious reader with a passion for reading books in a range of genres; an awareness of literary and cultural trends, and a keen interest in other arts