



Job description: Assistant to Presenters' Agent, Jacquie Drewe

Reporting to: Jacquie Drewe

Department: Talent Department

Main purpose of role:

To work alongside one other assistant and help provide administrative support to two agents in the Presenters' Team and to be responsible for the Presenters' Department's online presence via the company website and social media channels.

1. DIGITAL AND WEB CONTENT RESPONSIBILITIES:

1.2 Company Website:

- a) Creating Client 'Show Case' Pages
- b) News Stories- sourcing and writing news items & press releases
- c) Ensuring Presenters' homepage is up to date
- d) Updating Clients' Pages including:
 - Adding images
 - Adding media
 - Adding quotes following broadcasts/programmes
 - Editing CVs
 - Maintaining clients' biographies to keep current and up to date.

1.2 Twitter:

Scheduling 4 to 5 tweets a day (through the use of 'Tweetdeck') including tweets relating to:

- TV & Radio programmes
- Catch-Up
- Clients' writing work in/features/interviews in publications such as: *The Pool*, *buzzfeed*, *ES Magazine* etc.
- New blog posts

1.3 Regularly monitoring twitter for ad hoc tweets and re-tweets, throughout the day, evenings and weekends

1.4 Weekly Twitter Update Email (containing top tweets with impressions, notable new followers, all of the week's tweets)

1.3 Multimedia (such as: Vimeo/Hightail/YouTube etc)

- Ensuring programmes are edited with appropriate software to allow them to be loaded onto the Vimeo media platform.
- Sharing Vimeo links with team and external contacts.
- Adding clients' media clips into the website media library for client's individual pages.
- Adding *YouTube* trailers into individual website news stories and the highlight section on Company website Presenters' homepage.

2. CLIENT CARE

2.1 General duties:

- Arranging flowers/first night gifts
- Diarising v/o or interviews
- Arranging travel for clients once programmes organised
- Chasing TX dates
- Scheduling briefing calls/research chats

2.2 Corporate Bookings

- Finding new corporate work for clients – monthly newsletters to potential bookers flagging new clients.
- Fielding initial enquiries/date checks
- Creating contracts (using our template for speaking enquiries or personalised ones for bespoke projects)
- Arranging briefing calls and organising logistics for confirmed events
- Chasing payments
- Ensuring that content is removed from websites as per contracts, often a number of months after event.

2.3 TV/Bookings

- Arranging auditions
- Planning logistics (research chats and travel etc.)
- Chasing contracts
- Spotlight submissions as required

2.4 Administrative Responsibilities

- Diary Management: Making a note and updating client availability (holidays, filming schedules, etc.), diarising meetings when required
- Keeping an accurate 'Day Book'
- Fielding phone calls & emails
- Responding to numerous charity requests – either clients attendance or gifts in kind (often unpaid events)
- Responding to interview requests for clients (often unpaid events)
- Politely decline events if known clients are not free

- Forwarding on post and gifts for clients
- Filing
- Maintaining any shared electronic folders/documents which belong to the department
- Saving new headshots, images, press cuttings and contracts into correct client folders
- Ensuring all documents are correctly logged
- Updating the company database (Agentfile) as necessary
- Providing refreshments for guests as required
- Keeping an eye on which clients are on TV/Radio each day and notifying team through daily email
- Chasing TX dates for clients appearances and adding to client calendars
- Ensuring the department has up to date copies of clients' work, sending these out to clients and adding to clients' website pages (see Multimedia)
- Inviting PR and TV contacts to client events such as book launches or recordings
- Attending clients' work such as: radio & TV recordings, book launches, Q&A and award hosting.

SKILLS AND EXPERIENCE REQUIRED:

- Excellent communication skills – written and verbal
- Familiarity with Microsoft products (Outlook, Word, Excel)
- Experienced and confident user of video editing packages/software
- A high level of accuracy and attention to detail in your work
- Excellent organisational and time management skills – you need to be able to cope with a large workload and multi-task. You should be able (politely) to keep phone calls short!
- Ability to work under pressure and with interruptions
- Experience of using social media and website CMS.
- It would be useful but not essential, if you have previous work experience within the creative industry, e.g. a talent or casting agency or an advertising agency

ATTITUDE: this is what we're looking for...

- A confident, warm personality – a person who inspires trust
- A team player who's able to contribute positively to the team
- Someone hardworking, resilient and creative – this is a fast-paced office
- Someone with a strong cultural awareness – Jacquie represents a wide variety of clients in all areas of the media... do you know what's hot and what's not?!