



## **Job Description: Assistant – Talent Department (Actors), Curtis Brown Group Ltd**

### **Main purpose of role**

To assist two Agents and ensure their offices run smoothly and that the Agents are supported in their role. To deliver excellent customer care and systems administration in order to maximise success for the agent's office and its clients.

#### **A. Client Care:**

1. Build an in-depth and up-to-date knowledge of clients including theatre attendance, screenings & recordings where relevant.
2. Ensuring all client information is accurately recorded on the Company database systems. Regularly update client CVs, show reels and other information relating to clients e.g. Spotlight.
3. To foster and maintain good relationships with clients, production companies and key business contacts to assist in seeking out opportunities for clients. Ensuring that relationships are kept on a professional basis at all times.
4. Organising clients' meetings (including - transport, hotel, restaurant bookings, hair & wardrobe appointments as required). Maintaining up to date schedules and recording details on the Company database.
5. Organising any in-house audition digital taping for the clients, 'reading in' with the client as they perform their audition.
6. Handling any fan mail and liaising with Agents regarding interviews or charity requests for clients.
7. Handling issues with clients or production companies as required and in consultation with relevant Agent.

#### **B. New clients:**

1. Ensuring that all administration for new clients is carried out quickly and efficiently e.g. send out new client packs, create a record on Company database, liaise with Accounts, update Spotlight/IMDB, collate materials (photo, showreel etc).
2. Ensuring the Company has an accurate record of new client finance details including bank details and tax status
3. Building links and networks in and outside of the Company to research new clients and encourage new talent appropriate to the office.

#### **C. Negotiating, contracts and finance:**

1. Ensuring contracts are accurately administered, recorded and can be quickly accessed. Entering information to the Company database and other relevant systems.
2. Drafting and reviewing contracts following agent negotiations ensuring that all terms are in line with those agreed with the client.



3. Ensuring that Contracts are signed by all parties as quickly as possible, tracking progress – monitoring and chasing where necessary.
4. Negotiating specific terms and client fees for other projects as directed by the Agent.
5. Invoicing for fees in liaison with Client Accounts Team. Chasing late invoices for payment when required.
6. Updating Agents with any issues regarding clients e.g. late payments, tax issues.
7. Liaising with the Agents, Client Accounts Team and production companies for information required for travel Visas if needed.

**D. PR and Marketing:**

1. Helping to assess the suitability of potential new clients and assisting Agents in putting forward clients in a way which best highlights their strengths and suitability for work.
2. Following up on all proposals made by Agents and ask for feedback if clients are unsuccessful.
3. Being alert to and aware of the potential newsworthiness of the clients’ work. Organizing interviews, press and shoots as required.
4. Co-ordinating logistics for clients’ press/publicity schedules. Ensuring travel/ schedule information is clear and up-to-date; that the client has everything they need and any issues are dealt with.
5. Organising flowers, cards and tickets for press nights and collating reviews
6. Ensuring clients’ information and membership details are up to date on Spotlight.
7. Attending after-hours events, e.g. press nights, photo-shoots, premieres etc

**E. Company Website:**

1. Drafting web profiles for new clients and their work according to Company style guidelines.
2. Ensuring that information and images regarding existing clients is regularly updated in order to offer the client premium promotion and provide high quality information for producers and casting directors.
3. Writing news articles for the website following Company style guidelines.
4. Promoting clients through the effective use of social media e.g. Twitter, Facebook and other emerging technologies in close consultation with Agents
5. Liaising with the Company’s Digital Content Manager and colleagues in other departments to ensure a coherent approach to content on the Company website.

**F. General Office and department administration:**

1. Ensuring that the office runs smoothly including filing, dealing with incoming and outgoing post, couriers and fan mail.
2. Managing queries and internal communications as required.
3. Working closely with other members of the team, sharing information, ideas and networks.
4. Keeping an accurate Day Book of all calls to the office.
5. Ensuring that all visitors to the office/department are given a warm welcome.
6. Arranging Agents’ attendance at meetings or events as required e.g. transport, hotels, restaurant reservations etc.
7. Fielding telephone calls to the office and responding to routine enquiries as directed.
8. Printing out scripts and contracts as required.
9. Providing cover for Agents while they are on holiday, as directed.
10. Taking part in the Department Rota for Script Breakdowns.

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#### **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.
- Experience of working in a busy office environment
- 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
- You must have a passion for film, theatre and television!