

CURTIS BROWN

Literary and talent agency

JOB DESCRIPTION: Assistant to Karolina Sutton - Book Department

PURPOSE OF ROLE:

To work closely with Karolina Sutton and provide the best possible service to her authors, potential clients, publishing and publicity partners.

To carry out administrative duties and projects where required for the Book Department

RESPONSIBILITIES

1 Client Care and promotion

- 1.1 Build and in-depth knowledge of clients, titles and genres represented by Karolina Sutton.
- 1.2 Develop positive relationships with clients based on trust, speed and reliability. To offer excellent client care which builds loyalty to Curtis Brown.
- 1.3 Maintain the publication schedule including liaison with clients, publishers, editors and production team to ensure smooth transition from delivery to publication.
- 1.4 Ensure that the Curtis Brown website offers maximum promotion and opportunities for all clients and their titles, working with them on the creation of interesting profiles, according to Curtis Brown style guidelines. Updating the website with new information and news stories according to style guidelines. Flagging up items for Curtis Brown's Facebook page and using Curtis Brown's Book Department Twitter account to help in the promotion of the clients and their work.
- 1.5 Coordinate with editors and publishers on behalf of clients. Track and make copies of press reviews, entering links to reviews on the Curtis Brown website. Negotiate client fees for articles and other projects.
- 1.6 Field permissions requests.
- 1.7 Handle requests and enquiries from clients, colleagues in other departments and other industry professionals.
- 1.8 Stay abreast of industry developments, seek new initiatives and identify opportunities for clients and for Curtis Brown.
- 1.9 Read manuscripts and produce reports as required.

2 Partner Agents

2.1 Work closely with agents in partner teams from ICM. Keep track of scripts and ensure good communications.

3.2 Contracts and Finance

- 3.1. Process contracts, which includes: negotiation of some terms, drafting and keeping track of contracts for clients following agent negotiations.
- 3.2 Invoice for advances and fees once monies have been agreed and chase as required.
- 3.3 Ensure contracts are correctly administered and recorded and can be quickly accessed. Maintain and update Curtis Brown's in-house accounting system. Scan copies of contracts to 'Therefore' database system.
- 3.4 Ensure that Curtis Brown has an accurate record of all new client details including bank details and tax status.
- 3.5 Check and approve client statements when directed.
- 3.6 Send reversion letters when required and chase for responses.

4 Web-enabled and Digital Technology

- 4.1 Research ways of enhancing the department's services through the effective use of emerging technologies
- 4.2 Help 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
- 4.3 Assist in developing new ways of promoting the department's clients using new technology i.e. social media platforms.
- 4.4 Liaise with Curtis Brown's Digital Content Manager and staff in other departments to ensure a coherent approach to content on the Curtis Brown website

5 Unsolicited Material and New Talent

- 5.1 Build links and networks in and outside Curtis Brown to encourage new talent appropriate to the office.
- 5.2 Research background information on new authors and seek out potential authors for Curtis Brown.
- 5.3 Read enthusiastically and refer unsolicited material. Use templates for brief, constructive feedback to unsuccessful writers.
- 5.4 Take an active interest in literary trends in order to be able to evaluate new material.
- 5.5 Undertake editorial tasks. Hone editorial skills.
- 5.6 Take initiative in finding new material and identifying business opportunities.

6 Office Administration

- 6.1 Field and handle calls, deal with incoming/outgoing post and email messages.
 - 6.2 Handle requests and enquiries from clients, colleagues in other departments and other industry professionals
 - 6.3 Work closely with other members of the Book Department team, sharing information, ideas and networks.
 - 6.4 Welcome visitors at reception on behalf of Karolina, escort them through the office to their meeting.
 - 6.5 Book and setting up meeting rooms in advance as directed including organising any refreshments.
 - 6.6 Assist with arranging schedules for London and Frankfurt Book Fairs, and any other business travel abroad. Arrange travel (flights, trains, car-hire, taxis etc), accommodation and restaurant bookings etc. as required.
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Our Ideal Candidate:

As the assistant gains experience the role has the scope to evolve. Curtis Brown sees this as a potential 'apprenticeship' position for someone with some industry experience who wants to develop his or her skills and become an agent working alongside Karolina.

We're looking for someone who can run a busy office, manage authors and their differing needs whilst drafting accurate contracts which support the best possible deal. You will need to keep a watchful eye on income to clients and the office and regularly prompt for payments. You will be required to support the management of the different stages of clients' publications and look out for potential risks or problems. You will also have to switch between tasks, manage frequent interruptions and assertively ask for your Agent's help. You should have a creative drive and enjoy promoting clients through the website and building strong, positive relationships with them.

Publishing is in a time of change and the person in this role needs to be thinking of future possibilities, particularly the potential to exploit the webs and social media for the benefit of clients. In addition to being a voracious reader, aware of literary and cultural trends across genres, you will have a keen interest in other arts. You will apply your knowledge of cultural, media and technological developments to finding new clients and promoting current clients' interests.

You will need to demonstrate that you are serious about becoming an agent one day!

Essential Skills:

- Great organisational skills. Able to prioritise effectively and perform basic administrative duties efficiently.
- Attention to detail, particularly when dealing with rights and contracts.
- Able to manage a heavy and varied workload.
- Able to write good copy concerning authors and books for Curtis Brown's website and catalogues.
- Excellent communication skills, able to deal effectively with colleagues and publishers and be appropriately attentive clients and co-agents. A good phone and email manner essential.
- Confident with IT including websites, Microsoft Word, Outlook and Excel. Unafraid of using new IT systems.
- Good record-keeping. Confident to establish and implement new systems.
- Able to work calmly under pressure and to tight deadlines, without compromising on quality.
- Ability to read fast and engage critically with literary material.

Experience:

- You must have one or two years' experience of working at a publishing house or a literary agency. Please note: this is not an entry level position.

Qualities:

- Versatile team player: As part of a lively department, you will be happy to use your skills to help facilitate colleagues' projects; to roll up your sleeves and pitch in.
- Discretion, dependability and professionalism.
- Book and culture lover with a keen interest in publishing: You love reading contemporary fiction and non-fiction. You take an interest in culture, follow daily news and stay abreast of emerging publishing trends. You are curious about new publishing models and keen to learn about different genres.

To apply:

Please complete the application form and send it to Karolina via jobs@curtisbrown.co.uk making sure that you put "Assistant – Karolina Sutton" in the subject line of your message.

Closing date for applications is 31st January 2018.