

CURTIS BROWN

Literary and talent agency

- Job Description:** Rights Agent – Temporary, part-time Maternity Leave cover (4-5 days/week)
- Department:** Translation Rights Department, Curtis Brown
- Reporting to:** Managing Director Book Department but responsible to Co-Heads of Translation Rights Department.

1. Main purpose of role:

To negotiate the sale of translation rights for assigned authors in various territories throughout the world.

2. Main Duties and Responsibilities

- A. Reading and commenting on new material. Providing feedback on rights potential to primary agents as needed.
- B. Submitting material on proposal, partial manuscript, full manuscript, proofs and finished copies. Writing pitch letters and targeting specific editors when making submissions.
- C. Negotiating the best possible terms with editors before presenting them to the Company's clients and then drafting all new agreements in those territories where the Company deals direct
- D. Helping to foster and maintain author relationships to a high degree of client service, including providing detailed information on submissions strategies, submissions feedback, and financial payment status when requested to do so.
- E. Travel to those territories where we deal direct and to other territories when it is necessary, including attendance at various book-fairs where deemed necessary.
- F. The ongoing creation and maintenance of profile pages on the Company's website for assigned authors and their works.
- G. Coordinating interviews and international publicity tours for clients as needed.
- H. General administrative tasks including but not limited to: maintaining manual and computerised filing systems and records, entering information to the company database and to Microsoft Excel sheets, producing reports and contribution copy to Translation Rights Department newsletters and to the Company's website, drawing up invoices and contracts where required.