



Job description: Assistant to Presenters' Agent

Main purpose of role:

To work alongside one other assistant and help provide administrative support to one agent in the Presenters' Team and to share responsibility for the online presence of the Presenters' Team via the Company website and social media channels.

1. DIGITAL AND WEB CONTENT RESPONSIBILITES:

1.2 Company Website:

- Creating Client 'Show Case' Pages
- News Stories- sourcing and writing news items & press releases
- Ensuring Presenters' homepage is up to date
- Updating Clients' Pages including: Adding images; Adding media; Adding quotes following broadcasts/programmes; Editing CVs and, 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 TV
- Clients' written work e.g. 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, the week's tweets)

1.5 Multimedia (such as: *Vimeo/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 the Company Website's Presenters' Team homepage.

2. CLIENT CARE

2.1 General duties:

- Contacting clients with details of their forthcoming appointments
- Proactively seeking new opportunities for the clients and their work
- Organising first night gifts and other relevant gifts
- Diarising voiceover or interview dates – liaising with Producers and Publicists
- Arranging travel for clients where required
- Chasing TX dates for clients' appearances and adding details to client calendars
- Responding to numerous charity requests – either for clients' attendance at events or for gifts in kind and responding to interview requests for clients
- Politely declining requests/events if clients are not available
- Forwarding mail and gifts to clients
- Attending clients' work such as: radio & TV recordings, book launches, Q&A and award hosting.
- Keeping an eye on which clients are appearing/featuring on TV/Radio and notifying team through daily email
- Ensuring the Team has up to date copies of all clients' work, sending copies of work to clients and adding details to clients' pages on the Company Website (see Multimedia)
- Inviting PR and TV contacts to clients' events such as book launches/recordings

2.2 Corporate Bookings

- Finding new corporate work for clients – monthly email newsletter to potential bookers flagging new clients.
- Fielding initial enquiries/date checks
- On occasion, negotiation of fee and terms
- Creating contracts (using our template for speaking enquiries or drawing up customized version for bespoke projects)
- Arranging briefing calls and organising logistics for confirmed events
- Issuing invoices and chasing payments
- Ensuring that content is removed from websites as per contractual arrangements (often a number of months after the event).

2.3 TV/Other Bookings

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

2.4 Administrative Responsibilities

- Diary Management: Updating client availability (holidays, filming schedules, etc.), diarising meetings when required
- Keeping an accurate 'Day Book'
- Fielding phone calls & emails
- Filing and maintenance of filing system including shared electronic folders/documents, ensuring new headshots, images, press cuttings and contracts quickly filed into correct client folders
- Updating the company databases as necessary
- Providing refreshments for guests as required

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'll need to be able to cope with a large workload and you must be able to 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 industries, e.g. a talent or casting agency, event management company or an advertising agency

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

- A confident, warm personality, we're looking for 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 – this agent represents a wide variety of clients in all areas of the media... do you know what's hot and what's not?!