

CURTIS BROWN

Literary and talent agency

JOB DESCRIPTION: Commercials Coordinator (Talent Department)

REPORTING TO: Senior Commercials Coordinator

Purpose of Role

To ensure the Commercials Office runs smoothly and to support the Senior Commercials Coordinator. To deliver excellent client care and systems administration in order to maximise success for the office and for clients.

Main duties:

1. Help to assess the suitability of clients and liaise with Agents in putting forward clients in a way which best highlights their strengths and suitability for projects.
2. Work across Commercials/Campaigns, Video Games, Conventions, Voice-Overs
3. Explore all opportunities for clients.
4. Co-ordinate logistics for clients' schedules when booked. Ensure travel/schedule information is clear and up-to-date; that the client has everything they need and any issues are dealt with promptly.
5. Update and maintain all systems/matrix/client info if and when they need updating.

Client Care:

1. Build an in-depth and up to date knowledge of all Curtis Brown clients.
2. Ensure all client information is accurately recorded on *Agentfile* and other database systems.
3. Foster and maintain good relationships with clients, production companies, agencies and key business contacts to assist in seeking out opportunities for clients. Ensure relationships are kept on a professional basis at all times.
4. Liaise with key business contacts to investigate opportunities for clients.
5. Use *Spotlight* where relevant to suggest clients for appropriate projects.
6. Evaluate and suggest clients and manage meetings.
7. Organise clients' meetings and eventual filming/recording schedule
8. Be 'on call' occasionally as required for clients
9. Handle issues with clients or production companies as required and in consultation with relevant Agent.
10. Ensure Client Accounts Team has all relevant details for clients including bank details, tax status, tax exemption forms (where necessary).

Contracts, negotiating and finance:

1. Ensure contracts are accurately administered, recorded and can be quickly accessed. Enter information to *Agentfile* and save to Curtis Brown systems.
2. Negotiating contract terms as directed by Senior Commercials Coordinator.

3. Ensure that contracts are signed by all parties as quickly as possible, track progress – monitor and chase where necessary.
4. Gain full knowledge of *Bill* accounting system, to be able to invoice for fees in liaison with Client Accounts Team
Track and chase payments.
5. Update Agents with any issues regarding clients, e.g. late payments, tax issues.
6. Arrange tax exemption forms for clients
7. Arrange new supplier forms for agencies and production companies.
8. Liaise with the client accounts dept. to ensure all records commission kickback is recorded accurately throughout the month and any invoices are sent accordingly.

General Office and department administration:

1. Ensure that the office runs smoothly including filing, post, uploading of video clips, and keeping client list up to date.
2. Manage queries and internal communications as required.
3. Work closely with other members of the department, sharing information, ideas and networks.
4. Keep an accurate *Day Book* of all calls to the office.
5. Ensure that all visitors to the department are given a warm welcome.
6. Field telephone calls to both the office and the department and respond to routine enquiries.
7. Print out scripts and contracts as required.
8. Provide cover for Senior Commercials Coordinator while they are on holiday/away.

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Skills, experience and attitudes required:

- Previous experience of working at an agency in Commercials department preferable
- Excellent communication skills
- Ability to work under pressure and with interruptions
- Accuracy and attention to detail
- High level of organisation and excellent time management – able to cope with a large workload and multi-task.
- Able (politely!) to keep phone calls short
- Experience of working in a busy office environment
- Awareness of advertising, branding and popular culture
- Love and knowledge of TV, film and theatre
- Commercial/Business sense/acumen