

CURTIS BROWN

Literary and talent agency

JOB DESCRIPTION:

Assistant to Jonathan Lloyd, Book Department.

PURPOSE OF ROLE:

To work closely with the Lloyd Office to help provide the best possible service to Jonathan Lloyd's authors, potential clients, publishing and publicity partners. To act as PA to Jonathan Lloyd.

Jonathan is also a senior director of Curtis Brown and this role will involve managing confidential administrative work relating to his position.

RESPONSIBILITIES

1 Office Administration

- 1.1 First point of contact for Jonathan's office - fielding and handling calls, post and email messages to Jonathan as directed.
- 1.2 Handling requests and enquiries from clients, colleagues in other departments and other industry professionals. Coordinating materials and information for TV/film, audio, translation, handling initial queries on individual projects.
- 1.3 Managing incoming and outgoing post to/from Jonathan's office
- 1.4 Working closely with other members of the Book Department team, sharing information, ideas and networks.
- 1.5 Welcoming visitors at reception on behalf of Jonathan and escorting them through the office to their meeting, arranging refreshments for visitors.
- 1.6 Booking and setting up meeting rooms in advance as directed and organising any refreshments.
- 1.7 Arranging schedules for annual London and Frankfurt Book Fairs, New York, and any other business travel abroad. Arranging travel (flights, trains, car-hire, taxis etc), accommodation and restaurant bookings etc. as required.
- 1.8 Drawing up schedules for visiting editors/roundtable sessions for the department.
- 1.9 Compiling and completing necessary paperwork re expenses claims.
- 1.10 Diary management – scheduling author/publisher meetings, restaurant reservations as required, arranging UK business travel/hotel bookings.
- 1.11 Management of electronic Contact Book in Outlook.
- 1.12 Management of Reading List (also list on e-reader).
- 1.13 Circulating emails to the Book Department or other circulation list on behalf of Jonathan.

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2 Client Care and promotion

- 2.1 To build an in-depth knowledge of clients, titles and genres represented by Jonathan Lloyd.
- 2.2 To assist Jonathan with handling requests and enquiries from clients, colleagues in other departments and other industry professionals.
- 2.3 Reading manuscripts and producing brief feedback as required.
- 2.4 Maintaining the main publication schedule for clients: invoicing and coordinating company promotional activity around publication.

3 Contracts and Finance

- 3.1 Processing Contracts, which includes: drafting and keeping track of contracts, entering contract information to the company databases and scanning a copy to the *Therefore* system.
- 3.2 Invoicing and chasing clients' advances and fees once monies have been agreed with publishers as directed.
- 3.3 Sending reversion letters as required, managing & tracking the process where appropriate.
- 3.4 Drafting client agreement letters and preparing new client packs as appropriate.
- 3.5 Permissions – responding, negotiating, drawing up paperwork, invoicing, maintaining the online permissions portal

4 Web-enabled and Digital Technology

- 4.1 Keeping clients' pages on the company website up to date e.g. work pages, reviews and images or other media updated across all clients/projects.
- 4.2 Assisting with developing new ways of promoting the clients using e.g. social media platforms.
- 4.4 Writing news articles for the Curtis Brown website as directed.
- 4.5 Liaising with Digital Content Manager and colleagues in other departments to ensure a coherent approach to content on the Curtis Brown website.
- 4.6 Creating web-catalogues for book fairs/other meetings.

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5 Promotion and Marketing

- 5.1 Ensuring that information on all existing clients and their titles is included on the Curtis Brown website and is regularly updated in order to offer premium promotion/opportunities for the client.
- 5.2 Drafting web profiles for new clients and their work on the Curtis Brown website as directed, according to Curtis Brown style guidelines.
- 5.3 Planning ahead and recognising opportunities for news stories for the Curtis Brown website. Writing news stories, editing images & video for multimedia content.
- 5.4 Providing engaging content across all social media platforms (Twitter, FB, Instagram – recently resurrected), utilising as a tool to both promote existing clients and engage with new clients.
- 5.5 Keeping track of press reviews which includes: making copies, entering links to reviews on the Curtis Brown website.

SKILLS AND EXPERIENCE REQUIRED:

- A confident, warm personality – a person who inspires trust
- At least 1 year's previous experience of working in a similar Personal Assistant role preferably within publishing or an arts organisation
- Excellent communication skills
- Professional and assured phone manner (this role involves dealing with many high-profile clients)
- A flexible approach to problems – a person who can learn quickly. The ability to work independently is essential.
- Commercial awareness (business acumen)
- Drive and enthusiasm
- Tact and diplomacy
- Capable of working under pressure to tight deadlines