

# CURTIS BROWN

Literary and talent agency

## CONTRACTS ASSISTANT

We are looking for an energetic and highly motivated assistant to work in the Contracts department. This role is to support the Head of Book Contracts in addition to general administrative tasks for the department.

### 1. THE ROLE

The person in this role will work primarily with the Translation Rights department supporting their negotiations with publishers and with drafting contracts. They will also assist with the English language contracts as required. This role reports to the Head of Book Contracts.

### 2. DUTIES AND RESPONSIBILITIES

#### Translation Contracts:

- Drafting translation rights contracts;
- Responsible for checking translation rights contracts drafted by the Translation Rights team;
- Drafting some of the more complex translation agreements and assisting agents and assistants with negotiations;
- Identifying where a new or updated template may be required for a publisher;
- Providing assistance with training of new staff members; and
- Other ad hoc duties as required.

#### English Language Contracts:

- Responsible for checking audio and electronic publishing agreements, reversions, addenda, and other ad hoc agreements;
- Assisting agents and assistants with negotiations;
- Providing assistance with training of new staff members; and
- Other ad hoc duties as required.

### 3. REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE:

- Prior experience working in a publisher's contracts department or a literary agency or able to demonstrate knowledge/experience of publishing or other contracts and/or drafting;
- A good grounding in legal issues is preferred but not essential;
- Good administrative and organisation skills with an excellent eye for detail;
- Good knowledge of Microsoft Word, Excel, Outlook and other Microsoft Office tools;
- Awareness of commercial realities of current publishing trends;
- Ability to manage a varied workload and prioritise effectively and independently to tight deadlines;
- Excellent interpersonal and communication skills and an ability to manage competing interests; and
- An ability to carefully research and solve queries creatively.