



Job title: Assistant to Presenters' Agent (Meryl Hoffman)

Department: Talent Department (Presenters), Curtis Brown

Reporting to: Meryl Hoffman

Main Purpose of Role:

To deliver excellent client care and systems administration in order to maximise success for clients and provide best possible service to production and commercial partners, to support the development of the Agents' Office and build loyalty to Curtis Brown. In addition, this role will cover all administrative duties and diary management for the Agent.

1. Client Care – all clients:

1. To build an in-depth and up to date knowledge of the Agents' clients including upcoming productions, areas of interest and recurring work.
2. Ensuring all client information is accurately recorded on the Company's website, and database systems as directed. Regularly update CVs, show reels and other information relating to clients e.g. home address, passports, grooming team/preferred photographers/producers/writers.
3. To foster and maintain good relationships with clients, production companies and key industry contacts to assist in seeking out opportunities for clients. Ensuring these relationships are kept on a professional basis at all times.
4. Organising clients' meetings (including - transport, hotel & restaurant bookings, hair & wardrobe appointments as required). Maintaining an up-to-date schedule and recording same to the Company database.
5. Organising any in-house audition recording/taping for the clients, this includes reading in when required, then editing the filmed material for presentation.
6. Handling fan-mail and liaising with Agents and Publicists regarding interviews or charity requests for clients.
7. Ensuring potential projects, offers and campaigns that are sent specifically for the Agents' clients are flagged and recorded.
8. Diary and logistical management of all clients. To be responsible for all logistics on every job and communicating these to clients effectively & ensuring plans are executed.
9. Arranging meetings for the Agent with key commissioners, production companies and brands – working from the Agent's list of potential and targeted meetings.
10. Conduct research projects as directed by the Agent relating to new platforms/brands, upcoming talent and other opportunities. Regularly research industry news, e.g. *Broadcast*, for upcoming commissions and opportunities for clients.
11. Updating & refreshing client bio notes, creating 'social pitching' PDFs, website pages & 'one-pagers' for presentation/pitching packs.

2. New clients

1. Ensuring that all administration for new clients is carried out quickly and efficiently.
2. Ensuring the Company has an accurate record of new client finance details including client's bank details and tax status.
3. Building links and networks inside and out of the Company to research new clients and encourage new talent appropriate to the office.

3. Negotiating contracts and finance

1. Ensuring contracts are accurately administered, recorded and can be quickly accessed. Entering information to Company systems as directed.
2. Drafting and reviewing contracts following Agents' negotiations ensuring that all terms are in line with those agreed with the client.
3. Ensuring that contracts are signed by all parties as quickly as possible, tracking progress and chasing where necessary.
4. Chasing late invoices for payment when required.
5. Updating the Agents on any issues regarding clients' finances e.g. late payments, tax issues.
6. Liaising with colleagues e.g. Agents, internal Company Accounts team, and with production companies for information required for Clients' travel visas if needed.

4. PR and Marketing

1. Helping to assess the suitability of potential new clients and assisting the Agent in presenting clients to highlight their strengths and suitability for particular work.
2. Following up on all proposals made by Agents and chasing for feedback if clients are unsuccessful.
3. Developing an awareness of the potential newsworthiness of client's work.
4. Organising interviews, press and shoots as required.
5. Co-ordinating logistics for clients' press & publicity schedules. Ensuring travel and schedule information is clear and up-to-date and that the client has everything they need. Handling any issues quickly and efficiently
6. Organising flowers, cards and tickets for new productions, first recordings, birthdays and other occasions as directed.
7. Ensuring clients' information is up to date on internal systems and/or *Spotlight* if needed.

5. Website and other digital media

1. Drafting web profiles for new clients and their work according to the Company's style guidelines.
2. Ensuring that information and images for existing clients is regularly updated in order to offer the client premium promotion opportunities and provide high quality information for producers and casting agents.
3. Writing biog notes and news articles.
4. Promoting clients through the effective use of social media, e.g. *Twitter*, *Facebook* and other emerging technologies, in close consultation with the Agent.
5. Liaising with the Company's Digital Content Manager and colleagues in other departments to ensure a coherent approach to content on the Company website.
6. Sourcing and cutting materials from Clients' previous work.

6. General Office and department administration:

1. Fielding telephone calls to the Agent and responding to routine enquiries
2. Ensuring that office admin runs smoothly including filing, incoming and outgoing post, organising couriers and dealing with fan-mail.
3. Managing queries and internal communications as required. Working closely with other members of the team, sharing information, ideas and networks.
4. Keeping an accurate account of daily new requests, pitches and offers.
5. Ensuring that all visitors to the Agent's office are logged into the building's 'Guest Logbook' via Reception and are given a warm welcome.
6. Arranging the Agent's attendance at meetings or events as required, e.g. transport, hotels, restaurant reservations etc.
7. Printing out contracts as required.
8. Assisting with the running of the office when Agent is away e.g. business trip or on holiday.
9. General up-keep of the office itself to ensure it's presentable for guests
10. Responsibility for collating and submitting Agent's expenses each month

SKILLS AND EXPERIENCE REQUIRED:

- Excellent communication skills – we need a clear and open communicator
- Familiarity with *Microsoft Office* products (*Outlook, Word, Excel*)
- Familiarity with iMovie and other video editing packages
- A high level of accuracy and attention to detail in your work
- Excellent organisational and time management skills – you need to be able to cope with a large workload and be able to multi-task. You should be able (politely!) to keep phone calls short.
- The ability to work under pressure and with interruptions
- Experience of using social media and website CMS.
- Commercial/Business sense
- It would be useful if you have experience of working with contracts
- It would be useful if you have previous work experience within the creative industry, e.g. a talent or casting agency, PR, marketing or advertising.

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

- A confident, warm personality – a person who inspires trust
- A team player who can contribute positively to the whole department
- Someone resilient and creative
- Someone who is highly motivated with a strong work ethic – and stamina, you'll be expected to work some additional hours, e.g. studio recordings and some evening events
- Someone with a flexible approach to problems – a person who can learn quickly
- Lastly, and this almost goes without saying, we need you to have a passion for television, film, theatre - and social media!