

CURTIS BROWN

Literary and talent agency

JOB DESCRIPTION:

Assistant to Felicity Blunt, Karolina Sutton and CB Heritage, Book Department.

PURPOSE OF ROLE:

An entry-level position, providing proactive and efficient support across three busy offices. You will work closely with each office's team to supplement their many administrative, financial and reading responsibilities.

RESPONSIBILITIES

1 Client care

- 1.1 Assisting Blunt Office with handling requests and enquiries from clients, colleagues and other industry professionals.
- 1.2 Assisting the Curtis Brown Heritage team in the care and administration of literary estates.
- 1.3 Playing an active role in maintaining the main publication schedule for clients.

2 Scheduling and diary management

- 2.1 Taking a primary role in the daily management of diary for Blunt office, including scheduling both internal and external meetings, lunches and editor/client visits.
- 2.2 Scheduling for all offices for major events such as the London Book Fair, Frankfurt Book Fair, trips to New York and miscellaneous travel abroad for festivals and launches. This includes booking flights, accommodation, meetings, restaurants and transport.

3 Contracts and finance

- 3.1 Processing contracts, including drafting and keeping track of contracts, entering contract information and scanning fully executed copies to company databases.
- 3.2 Invoicing and chasing clients' advances and fees.

4. Permissions

- 4.1 Responding, negotiating, drawing up paperwork, invoicing, and maintaining the online permissions portal across all three offices.

5. Reading submissions

- 5.1 Reading and responding to unsolicited submissions for Blunt and Sutton offices, via email or the submissions portal.

6 Social media and website

- 6.1 Keeping client pages, work pages, reviews, news and media updated on the Curtis Brown website.
- 6.2 Taking an active role in Book Department and CB Heritage social media channels, including Twitter and Instagram.
- 6.3 Writing news articles for the Curtis Brown website.
- 6.4 Creating catalogues for book fairs.

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7 Office administration

- 7.1 Fielding and handling calls, post and emails for Blunt and Heritage offices.
- 7.2 Booking meeting rooms, welcoming visitors at reception and escorting them through the office and offering refreshments.
- 7.3 Compiling expenses paperwork for Blunt Office.

SKILLS AND EXPERIENCE REQUIRED:

- The desire to roll up your sleeves and take a first step into agenting
- A practical, efficient and energetic approach to administrative work
- Strong organisational and communication skills
- Ability to work under pressure and to prioritise multiple responsibilities
- Professional and assured phone manner
- Strong editorial interest and a love of reading
- A great team player, ready to immerse themselves in a friendly but high-pressure environment