

# CURTIS BROWN

Literary and talent agency

## Translation Rights Executive (Book Department)

We are looking for an energetic, creative and highly motivated Rights Executive to work in the Translation Rights Department. This role will be to support one of our Translation Rights Agents and undertake general administrative tasks for the department.

You will be highly organised, enjoy working in an ambitious team and will feel confident handling a high volume of work, including contractual details. Our ideal candidate will have keen interest in book publishing and the foreign markets, an understanding of digital and social media, and a sharp eye for detail. Knowledge of a foreign language is helpful but not necessary.

This role gives an ideal opportunity for an assistant to use their excellent administrative skills to discover more about international publishing, build excellent knowledge and contacts within the industry and work with an incredible stable of authors on the ICM list.

### RESPONSIBILITIES

#### Client Care and promotion:

- Build an in-depth knowledge of clients and titles handled by the Translation Agent, as well as with the markets they work across
- Develop positive relationships with clients and primary agents based on trust, speed and reliability and offer excellent client care.
- Ensure that the Curtis Brown website offers maximum promotion and opportunities for all clients and their titles. Update with new translation rights sales, reviews, information and news stories according to style guidelines. Flag up items for the Translation site webpage and the monthly newsletter, and use Curtis Brown's Translation Department Twitter account to help in the promotion of the clients and their work.
- Field permissions requests
- Handle requests and enquiries from clients, colleagues in other departments and other industry professionals

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## **Contracts, Accounts and Systems:**

- Invoice for advances and fees once monies have been agreed with publishers and chase as required.
- Negotiate terms, draft and keep track of contracts for clients following agent negotiations, liaising with the contracts department.
- Ensure contracts are accurately administered and recorded and can be quickly accessed. Maintain and update our database for client information and scan copies of contracts to the Therefore database system.
- Ensure that Curtis Brown has an accurate record of all new client details including bank details and tax status.
- Check and approve client statements
- Send reversion letters when required and chase for responses.
- Aid clients in obtaining ITIN numbers or other international tax codes where necessary. Be aware of tax implications for foreign deals and liaise with clients in a timely manner on completion of deals so as not to hold up payment or have a client unnecessarily suffer a tax withholding.

## **Primary Agents:**

- Be aware of the different commission splits applying to each partner relationship and ensure the commission amount is correctly stipulated in publishing contracts.
- Liaise with Primary Agent offices regarding material, covers, author photos and reviews

## **Office and department administration:**

- Ensure that the office runs smoothly including phone, email, filing, book ordering, post and travel.
- Arrange schedule for foreign trips and Book Fairs and other events including travel, accommodation and publicity details for author promotion.
- Send out foreign editions in a timely manner
- Work closely with other members of the Book Department team, sharing information, ideas and networks
- General administrative tasks including but not limited to: maintaining manual and computerised filing system and records, entering information to the company database and publishing charts, producing reports.
- Any other duties as reasonably requested by your manager.

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## What we're looking for - our Ideal Candidate:

You will be highly organised, enjoy working in an ambitious team and will feel confident handling a high volume of work, including contractual and administrative details. Our ideal candidate will have keen interest in book publishing and the foreign markets, an understanding of digital and social media, and a sharp eye for detail. Knowledge of a foreign language is helpful but not necessary.

## Essential skills:

- Great organisation. Able to prioritise effectively and perform basic administrative duties efficiently.
- Attention to detail, particularly when dealing with rights and contracts.
- Able to manage a heavy and varied workload.
- Able to write good copy concerning authors and books for the Curtis Brown website and digital catalogues.
- Good communications, able to deal effectively with colleagues and publishers and be appropriately attentive to clients and co-agents. A good phone and email manner.
- Confident with IT including websites, Microsoft Outlook, Word and Excel. Unafraid of using new computer systems.
- Good record-keeping. Confident to establish and implement new systems.
- Can work calmly under pressure and to tight deadlines, without compromising on quality.

## Experience

- **You may already be working at a publishing house or a literary agency** or as an intern in a publishing house or agency

## Qualities

- **Versatile team-player:** As part of a lively department, you are happy to use your skills to help facilitate colleagues' projects; to roll up your sleeves and pitch in.
- **Book and culture lover with a keen interest in publishing:** An interest in a wide variety of literature and in the international publishing market.

## To Apply:

Please send your completed application form to Sarah Harvey and Helen Manders, Translation Rights Department via [jobs@curtisbrown.co.uk](mailto:jobs@curtisbrown.co.uk) to reach them no later than 5pm Wednesday 31<sup>st</sup> October 2018.