

CURTIS BROWN

Literary and talent agency

Job title: Assistant to Actors' Agent

Department: Talent Department (Actors)

Main Purpose of Role:

To deliver excellent client care and systems administration in order to maximise success for clients, to provide best possible service to production and publicity partners, to support the development of the Agent's office and build loyalty to Curtis Brown. To work alongside one other Assistant in supporting the Agent's office with general admin duties.

1. Client Care – all clients:

1. To build an in-depth and up to date knowledge of the agent's clients including theatre attendance, screenings & recordings.
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. Spotlight.
3. To foster and maintain good relationships with clients, production companies and key industry contacts. 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 record on the Company database.
5. Organising any in-house audition recording/taping for the clients, this includes a reading in when required, then editing the filmed material for presentation.
6. Handling fan mail and liaising with Agent/Publicist regarding interviews or charity requests for clients.

2. New clients

1. Ensuring that all administration for new clients is carried out quickly and efficiently.
2. Ensuring Curtis Brown 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 Curtis Brown 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 and databases as directed.
2. Ensuring that contracts are signed by all parties as quickly as possible, tracking progress and chasing where necessary.
3. Chasing late invoices for payment when required.
4. Updating the Agent on any issues regarding clients' finances, e.g. late payments, tax issues.
5. Liaising with Agents, Curtis Brown Accounts team and production companies for information required for Clients' travel visas if needed.

4. PR and Marketing

1. Developing an awareness of the potential newsworthiness of a client's work.
2. Organising interviews, press and shoots for clients as required.
3. Co-ordinating logistics for each client's 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

4. Organising flowers, cards and tickets for press nights. Collecting and collating reviews.
5. Ensuring clients' information and membership information is up to date on *Spotlight*.

5. Website and other digital media

1. Drafting web profiles for new clients and their work according to Curtis Brown 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 directors.
3. Writing news articles.
4. Promoting clients through the effective use of social media e.g. *Twitter, Facebook, Instagram* 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. General Office and department administration:

1. Fielding telephone calls to the department and responding to routine enquiries
2. Ensuring that the office admin runs smoothly including filing, 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. Logging all calls to the office, taking detailed and accurate messages.
5. Ensuring that all visitors to the department are logged into the '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 scripts and contracts as required.
8. Managing the running of the office while the other Assistant/Agent is on holiday.
9. Taking part in department rota for internal script breakdowns.

SKILLS AND EXPERIENCE REQUIRED:

- Excellent communication skills, including an excellent phone manner– we need a clear and open communicator
- Familiarity with Microsoft products (*Outlook, Word, Excel*) and with video editing packages, e.g. *Videopad*
- 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 multi-task. You should be able (politely) to keep phone calls short!
- The ability to work under pressure and with interruptions while always using tact and discretion.
- Experience of using social media and website CMS.
- Commercial/Business sense/acumen
- Previous experience of working with contracts would be useful
- Previous work experience within the creative industry, e.g. a talent agency or casting agency, would be useful.

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

- A confident, warm personality – a person who inspires trust
- A team player who is able to 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. theatre trips
- Someone with a flexible approach to problems – a person who can learn quickly
- Someone with the ability to think creatively and use their initiative
- Lastly, and this almost goes without saying, we need you to have a passion for film, theatre and television!