

# CURTIS BROWN

Literary and talent agency

**JOB TITLE: Senior Literary Assistant, Book Department**

**REPORTING TO: Jonny Geller, Literary Agent**

## **PURPOSE OF ROLE:**

Working as part of a team of three, this role provides support to Literary Agent Jonny Geller. The purpose of this role is to work closely with Jonny in his day-to-day role as an agent and provide the best possible service to his authors, potential clients, publishing and publicity partners.

## **RESPONSIBILITIES**

### **1 Client Care and promotion**

- 1.1 Building an in-depth knowledge of clients, titles and genres represented by Jonny Geller.
- 1.2 Reading and responding to unsolicited submissions. Providing timely feedback and editorial reports on manuscripts as directed.
- 1.3 High-volume/High-profile clients – Coordinating requests from translation rights and film rights teams, coordinating queries from publishers, drafting and proof-reading agreements
- 1.4 Negotiating and drafting contractual terms, working with Contracts Team to finalise agreements with publishers.
- 1.5 Researching and developing new ways of promoting existing clients' work and looking at ways of engaging with potential new clients. Using new and emerging technologies, i.e. new trends in social media.
- 1.6 Overseeing the maintenance of the publication schedule
- 1.7 Attendance at Book Launches, publishing parties and other industry social engagements where required.
- 1.8 Working with team colleagues as required with handling of queries from clients, industry professionals and colleagues in other departments.
- 1.9 Coordinating with team colleagues in planning ahead re opportunities for news stories for the Curtis Brown website. Assisting with writing news stories as required.

- 1.10 Regularly updating social media content on *Twitter, Facebook, Instagram*, and other social media as necessary.
- 1.11 When required, e.g. colleague's absence, assisting with general office duties such as coordination of meetings, handling post, purchasing gifts for clients and other administrative duties.

**2 Contracts and Finance**

- 2.1 Approving Client Statements, prior to these being issued to clients.
- 2.2 Permission Requests – negotiating terms, drawing up paperwork and invoicing.
- 2.3 Royalty Statements – checking statements, liaising with Royalties Team where required.
- 2.4 Helping team colleagues with processing of contracts, including drafting addenda, reversion letters and novation agreements. Ensuring that Company systems and dataset are up-to-date.
- 2.5 Helping team colleagues with invoicing for and chasing clients' advances, monitoring of monies coming in and overseeing publication schedule.

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