

CURTIS BROWN

Literary and talent agency

JOB DESCRIPTION – SECOND ASSISTANT TO TFTV AGENT

Department: Theatre, Film and Television (TFTV)

Reporting to: TFTV Agent

This is a 12-month contract for a second assistant in a busy office.

Main purpose of role:

To ensure the smooth running of the agent's office through effective organisation and exceptional client care.

This role has two main focuses – firstly, theatre licencing, theatre commissions and publishing of plays. Secondly, general administration for the agent and clients.

Duties:

General Administration ^[SEP]

- Answering the phone with a confident manner. Transferring calls to the agent or taking messages accurately
- Collecting and opening post, discussing with agent and sending out contracts
- Processing expenses (general and travel specific) ^[SEP]
- Maintaining clear filing systems to identify latest versions of documents, scripts, treatments.
- Provide cover for the first assistant when they are ill, on holiday or travelling for work. Also will help cover other assistant's phones when they are away from their desks or on holiday
- Making tea, organising and booking events and restaurants. Booking theatre tickets.
- Scanning and filing contracts.

Diary management

- Setting up and co-ordinating meetings for the agent and their individual clients.
- Intelligent organization of diary and clear communication with agent, clients and producers
- Booking international and domestic travel for agent and clients
- Helping create schedules for festival attendance and client trips

Client care

- Reading and watching material on an on-going basis and being able to discuss it
- Reading and watching material sent by producers for consideration by clients
- Submitting material and following up on proposals made by the agent
- Building relationships with production companies
- Going to see client screenings, plays, watching clients' work when broadcast or on at the cinema

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Accounts administration

- Raising and sending invoices
- Tracking and chasing money when necessary
- Administering and logging/scanning contracts
- Working with the accounts team to ensure all client finance information is up to date e.g. VAT registration, loanout company details, tax status on international projects

IT administration

- Quickly getting to grips with the database and IT systems we use at the agency.
- Computer literate - fluent in outlook, excel and word.
- Regular updating of CVs on website including writing biographies
- Composing news stories for the website to promote clients' work
- Uploading audio-visual material on Vimeo
- Comprehensive knowledge of social media. To be used for the promotion of client work via Curtis Brown social media accounts

What we're looking for:

This is a 12-month contract for a second assistant in a busy office.

The successful candidate will have a knowledge and love of theatre and be very well organised.

You will need good administrative skills and experience of having worked in an office, preferably within the media/arts industry. You'll also need a confident phone manner and you need to be good at multi-tasking and managing your own workload.

We're looking for someone who is keen to learn. This position is a great way into the industry where you will discover how an agency works and learn agenting from the ground up.