

# CURTIS BROWN

Literary and talent agency

## **Job Description, Assistant to Senior Agent**

**Department:** TFTV (Theatre, Film and Television)

**Reporting to:** Senior Agent

### **Main purpose of role:**

To ensure the smooth running of the agent's office through effective organisation and exceptional client care. Working alongside the First Assistant to help support the agent and their clients.

### **Duties:**

#### **General Administration**

1. Answering the phone, transferring calls to the agent or taking messages.
2. Collecting and opening post, discussing with agent
3. Contracts Administration: Keeping tabs on contracts which includes: posting them to clients/buyers; chasing copies; ensuring copy of fully signed contract is scanned and saved to filing system and entering relevant details to the Company's database system.
4. Processing monthly expenses (general and travel specific) for the agent
5. Setting up and maintaining filing systems to identify latest versions of documents, scripts and treatments.
6. Providing cover for the agent when they are away from the office.
7. Helping cover phones for colleagues when they are away from their desks or on holiday.

#### **Diary management**

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

#### **Client care**

1. Reading and watching material on an on-going basis and discussing observations/opinion with colleagues in the department
2. Reading and watching material sent in by producers for consideration by the clients
3. Submitting material and following up on proposals made by the agent
4. Building relationships with production companies
5. Going to see screenings, plays, watching clients' work when broadcast or on at the cinema.

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## **Accounts administration**

1. Raising and sending invoices
2. Tracking and chasing money when necessary
3. Working with the Client Accounts Team to ensure all client finance information is up to date e.g. VAT registration, loan-out company details, tax status on international projects.

## **IT administration**

1. Using Company database and other IT systems as directed.
2. Computer literate - fluent in outlook, excel and word.
3. Regular updating of CVs on website including writing biographies
4. Composing news stories according to guidelines for the Company website to help promote clients' work
5. Uploading audio-visual material to *VIMEO* platform
6. Using social media, e.g. *Twitter*, *Instagram*, *Facebook*, for the promotion of client work via the various Curtis Brown social media accounts