

CURTIS BROWN

Literary and talent agency

Job title: Assistant to Actors' Agents

Department: Talent Department (Actors)

Main Purpose of Role:

To act as an Assistant to an office of two Talent Agents. To deliver excellent client care and systems administration to maximise success for clients, provide best possible service to production and publicity partners, support the development of the Agents' Offices, and build loyalty to Curtis Brown.

1. Client Care – all clients:

1. Building an in-depth and up to date knowledge of the agents' clients including theatre attendance, screenings & recordings.
2. Ensuring all client information is accurately recorded on the *Curtis Brown* website, and other Company database systems as directed. Regularly updating CVs, show-reels and other information relating to clients.
3. Fostering and maintaining good relationships with clients, production companies and key industry contacts to assist in seeking out opportunities for clients (you will be encouraged to build a professional but close and friendly relationship with the Agents' clients).
4. Organising clients' meetings, including - transport, hotel & restaurant bookings, hair & wardrobe appointments as required. Maintaining an up-to-date schedule and recording details on the Company's internal databases.
5. Organising any in-house audition recording/taping for the clients, this includes reading in when required, then editing the filmed material for presentation.
6. Handling fan mail and liaising with Agents/Publicist regarding interviews or charity requests for clients.
7. Ensuring potential projects and scripts that are sent specifically for the Agents' clients are logged and read.

2. New clients

1. Ensuring that all administration for new clients is carried out quickly and efficiently.
2. Ensuring the Company 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 the Company 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 the Company's internal systems 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 Agents on any issues regarding clients' finances e.g. late payments, tax issues.
5. Liaising with Agents, Client Accounts team and production companies for information required for Clients' travel visas if needed.

4. PR and Marketing

1. Assisting Agents with presenting/suggesting clients for work in a way which best highlights the client's strengths and suitability for the work.
2. Following up on all proposals made by Agents and chasing for feedback if clients are unsuccessful.
3. Developing an awareness of the potential newsworthiness of client's work.
4. Organising interviews, press and shoots as required.
5. Co-ordinating logistics for clients' 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
6. Organising flowers, cards and tickets for press nights. Collating reviews of performances and premieres.
7. 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 Company 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 bio notes and news articles.
4. Promoting clients through the effective use of social media e.g. *Twitter*, *Instagram* and other emerging technologies in close consultation with Agents.
5. Liaising with the Company's Digital Content Manager and colleagues in other departments to ensure a coherent approach to content on the *Curtis Brown* website.
6. Sourcing and cutting materials from Clients' previous work.

6. General Office and department administration:

1. Fielding telephone calls to the Agents' office and responding to routine enquiries.
2. Ensuring that office administration runs smoothly including filing, incoming/outgoing post, organising couriers and dealing with fan mail.
3. Responding to queries and managing internal communications as required. Working closely with other members of the team, sharing information, ideas and networks.
4. Keeping an accurate Day Book of 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 Agents' attendance at meetings or events as required e.g. transport, hotels, restaurant reservations etc.
7. Printing out scripts and contracts as required.
8. Assisting with managing the running of the office when one of the Agents is on holiday.
9. Taking part in department rota for internal script breakdowns.
10. Helping with general tidiness of the Agents' office space, and making sure it is always presentable for guests.

SKILLS AND EXPERIENCE REQUIRED:

- Excellent communication skills – we need a clear and open communicator
- Familiarity with *Microsoft* products (Outlook, Word, Excel etc.)
- Familiarity with VideoPad and other video editing packages would be useful (training will be given!)
- 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
- Experience of using social media and website CMS.
- It would be useful if you have previous work experience within the creative industry, e.g. a talent agency or casting agency
- Ability to learn quickly if lacking experience in any of these specific areas.

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
- Lastly, and this almost goes without saying, we need you to have a passion for and knowledge of the industry - across film, theatre and television!