

# CURTIS BROWN

Literary and talent agency

**Job title:** Assistant to Actors' Agent

**Department:** Talent Department

## **Main Purpose of Role:**

To deliver excellent client care and systems administration to maximise success for the Agent's clients, provide best possible service to casting, production and publicity partners, and build loyalty to Curtis Brown. This role involves handling the administration of a busy office and providing first class assistance to the Agent.

### **1. Client Care – all clients:**

1. Building 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 updating CVs, show-reels and other information relating to clients
3. Fostering and maintaining 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 recording details on the Company database.
5. Editing the clients' 'self-tapes'.
6. Handling fan mail and liaising with Agent/Publicist regarding interviews or charity requests for clients.
7. Ensuring potential projects and scripts that are sent specifically for the Agent's clients are logged and read.

### **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. Contracts and finance**

1. Ensuring contracts are accurately administered, recorded and can be quickly accessed. Entering information to Company 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 Agent on any issues regarding clients' finances e.g. late payments, tax issues.
5. Liaising with the Agent, colleagues in the Talent Department, Client Accounts team and production companies for information required for Clients' travel visas if needed.

### **4. PR and Marketing**

1. Assisting the Agent with presenting clients in a way which best highlights their strengths and suitability for work.
2. Developing an awareness of the potential newsworthiness of the clients' work.
3. Organising interviews, press and shoots as required.

4. 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.
5. Organising flowers, cards and tickets for press nights. Collating reviews of performances and premieres.
6. 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 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 Company website.
6. Sourcing and cutting materials from Client's previous work.

## 6. General Office and department administration:

1. Fielding telephone calls to the Agent's office and responding to routine enquiries.
2. Ensuring that office admin runs smoothly including filing, incoming/outgoing 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. 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 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. Assisting with managing the running of the office when the Agent is on holiday.
9. Taking part in department rota for internal script breakdowns.

## **SKILLS AND EXPERIENCE REQUIRED:**

- Excellent communication skills – we need a clear and open communicator
- Good knowledge with *Microsoft* products (*Outlook, Word, Excel*) and familiarity with *VideoPad* and other video editing packages. Experience of using social media and website CMS.
- 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
- Commercial/Business sense/acumen
- It would be useful if you have previous work experience within the creative industry, e.g. a talent agency or casting agency

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

- An approachable, warm personality – a person who inspires trust
- A team player who can 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!