

CURTIS BROWN

Literary and talent agency

Job title: Assistant to two Talent Agents

Department: Talent Department (Acting/Presenters/TFTV)

Main Purpose of Role:

An exciting opportunity has arisen for an experienced assistant to provide cover in our Talent department on a 12-month fixed-term basis, with the potential for a longer term role. You will work alongside the other assistant and will cover each other's roles when necessary. This role centres around delivering exceptional client care and systems administration in order to maximise success for clients, provide best possible service to production and publicity partners, support the development of the Agents' Office, and build loyalty to Curtis Brown. The main focus will be on Actors and comedy performers. In addition, this role will cover some administrative duties.

Duties:

Client Care – all clients

- Editing client tapes and giving guidance and constructive criticism where appropriate. Providing feedback from casting.
- Drafting and sending out tape requests/auditions to clients when castings come in and monitoring deadlines and making sure all tapes are submitted in time, in the correct format.
- Arranging logistics and travel with productions when needed for clients filming.
- Keeping website CV's up to date and some Spotlight CV's (for some clients only). Shared task.
- Sourcing and cutting client scenes.
- Ensuring any accounts questions are being dealt with and/or helping where possible.
- Covering client events including screenings, theatre trips etc. Arranging for guests to see the theatre and then to meet the clients.
- Press requests. Liaising with publicists and/or clients directly. Covering the other Assistant with her comedy/corporates/writing when she's on holiday.
- Fostering and maintaining good relationships with clients, production companies and key industry contacts.
- Organising clients' meetings (including - transport, hotel & restaurant bookings, hair & wardrobe appointments as required). Maintaining an up to date schedule and record on the Company database.
- Ensuring potential projects and scripts that are sent specifically for the Agents' clients are logged and read.

Casting

- Spotlight suggestions.
- Pushing clients with casting directors, drafting suggestions for the Agents to send where appropriate, covering opportunities that are not put out on Spotlight. Sometimes this is to be discussed with the team, but often to be done without prompt.
- Reading scripts and breaking some of these down for the department.

- To actively lead on casting; highlighting particular projects to Agents.

Negotiations/Contracts

- Negotiating and running with a proportion of the television, film and theatre deals. From offer stage through to completing the paperwork and invoicing.
- Looking through deal memos, contracts, letters of agreement for many clients. Often taking a first look with initial notes.
- Liaising with the Legal team/Equity when needed.
- Keeping track of any updates and amendments to PMA and Equity guidelines and ensuring we have access to these documents in our office database.

Office Administration

- Fielding telephone calls to the agents' offices, responding to routine enquiries. Taking detailed and accurate phone messages, passing these on promptly.
- Checking Actors Agents and Office emails and flagging up anything of interest and making suggestions.
- Taking notes from Agents after important meetings and following up with suggestions and setting up further meetings between clients and production companies.
- Managing multiple email inboxes.
- Filing any important documents, emails, information in the appropriate place (Dropbox, Public Folders etc).
- Doing additional tasks for the Agents as request i.e. organising travel etc.

Accounts Administration

- Ensuring all jobs are correctly entered on internal billing system and invoicing.
- Ensuring clients are being paid as expected.
- Chasing any overdue/outstanding payments.
- Liaising with the accounts team on any general money related queries (ranging from pension contributions to WHT etc).
- Updating the Agents on any issues regarding clients' finances e.g. late payments, tax issues.

PR and Marketing

- Developing an awareness of the potential newsworthiness of client's work.
- Organising interviews, press and shoots as required. Shared task.
- 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 whilst always checking in with the agents. Shared task.
- Organising flowers, cards and tickets for press nights. Collating reviews of performances and premieres. Shared task.

Website and other digital media

- 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.
- Liaising with the Company's Digital Content Manager and colleagues in other departments to ensure a coherent approach to content on the Company website.

- Comprehensive knowledge of social media. To be used for the promotion of client work via Curtis Brown social media accounts.
- Working alongside the other Assistant to source images for social media via various channels.

We'd love to hear from you if you have:

- At least 2-3 years' experience as an assistant, who is confident talking to casting directors and production companies.
- Excellent communication skills.
- Familiarity with Microsoft products (Outlook, Word, Excel).
- Familiarity with iMovie and other video editing packages.
- A high level of accuracy and attention to detail in your work. You will be required to proofread on a regular basis.
- 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! Always having a professional and assured phone manner. The ability to work under pressure and with interruptions.
- Experience of using social media and website CMS.
- Commercial/Business sense/acumen.

And are:

- A confident, warm personality who inspires trust in others.
- An organised person with great attention to detail.
- The ability to work independently but with clear reporting on what they have done.
- A team player who is able to contribute positively to the whole department.
- Resilient and creative.
- Highly motivated with a strong work ethic and stamina, you'll be expected to work some additional hours, e.g. attending plays, comedy nights and TV recordings.
- Someone with a flexible approach to problems, who learns quickly and if unsure always asks.
- Passionate about comedy, television, film, theatre and social media.

Why choose us?

- We are a passionate group of people who love what we do and love working with each other
- We care about employee wellbeing and offer free yoga and personal training classes, and social club outings to relax and unwind together (currently on Zoom)