

# CURTIS BROWN

Literary and talent agency

**Job Title:** Commercials Associate Agent

**Department:** Commercials

**Reporting to:** Commercials Agent

## **Main purpose of role:**

An exciting opportunity has arisen for an Associate Agent to join the Commercials team at Curtis Brown. This role centres around delivering excellent client care to maximise success in their commercial endeavours. Through effective relationships with casting directors, brands, advertising and production companies you will identify and negotiate the best possible deal for our clients and manage the fast turnaround of jobs, as is the nature of commercial work.

The department works across many different activities that go beyond our client's core business ([curtisbrown.co.uk/section/commercials](http://curtisbrown.co.uk/section/commercials)). This role would lead on standard visual commercials, video games and voice over jobs. Ensuring to adhere to the industry standards promoted by the PMA, usefee.tv and Equity. Knowledge and expertise in digital and social-media marketing and partnerships would be very beneficial to be able to help to grow that side of the department.

## **Duties:**

### **Main duties**

1. Build an in-depth and up-to-date knowledge of Curtis Brown talent and how they engage with the Commercial Division.
2. Lead on all standard visual commercials, video games and voice over briefs; from suggestions and casting through to negotiating the terms.
3. Work across the Comic Con and Personal Appearance deals alongside Commercials Agent.
4. Explore all opportunities for clients and further relationships with casting directors and advertising agencies to build trust and loyalty to Curtis Brown.
5. Co-ordinate logistics for clients' schedules when booked on a job. Ensure travel/schedule information is clear and up to date; that the client has everything they need, and any issues are dealt with promptly.
6. Work with Commercials Assistant in maintaining all invoicing, systems and client information.

### **Client Care**

1. Ensure all client information is accurately recorded on the Company database systems.
2. Foster and maintain good relationships with clients, production companies, agencies, casting directors and convention bookers to seek out opportunities for clients.
3. Use Spotlight where relevant and work with Commercials Assistant when suggesting clients for appropriate projects.
4. Manage meetings and recalls and organise clients' filming/recording schedules.
5. Be 'on call' occasionally as required for clients in the evenings/weekends.
6. Handle issues with clients or production companies as required and in consultation with relevant Agent.

7. Ensure Accounts Department has all the relevant details for clients including bank details, tax status, tax exemption forms (where necessary).

### **New clients**

1. Ensure that all administration for new clients is carried out quickly and efficiently.
2. Ensure Curtis Brown has an accurate record of new client finance details including Client's bank details and tax status.
3. Build links and networks inside and out of Curtis Brown to research new clients and encourage new talent appropriate to the office.

### **Contracts, negotiating and finance**

1. Lead on negotiating on commercial contracts to ensure clients are on most favourable terms as directed by Commercials Agent.
2. Ensure that contracts are signed by all parties as quickly as possible, track progress – monitor and chase where necessary.
3. Gain full knowledge of accounting system 'Bill' to be able to invoice for fees and track and chase payments.
4. Arrange tax exemption forms for clients where necessary.
5. Arrange new supplier forms for agencies and production companies.
6. Liaise with the client accounts department to ensure all commission kickback is recorded accurately throughout the month and any invoices are paid accordingly.

### **General Office and department administration**

1. Work with Commercials Agent to manage workload of the Commercials Assistant to ensure the office runs smoothly including meetings, recalls/pencils, filing and keeping client list up to date.
2. Manage queries and internal communications as required.
3. Work closely with Curtis Brown agenting team sharing information, ideas and networks.
4. Field telephone calls to the Commercial Agent and respond to routine enquiries.
5. Provide cover while other members of the team are on holiday/away.

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

- Previous experience of working within a Commercial Team at a talent agency or working in a production team or business affairs team at an advertising agency.
- A passion and enthusiasm for upcoming talent across the entertainment industry.
- Knowledge on commercial and brand contract points.
- A desire to work as part of the commercial team with interest and knowledge in brand partnerships and campaigns.
- Excellent communication skills.
- Ability to work under pressure and with interruptions.
- Accuracy, efficiency and high attention to detail.
- First class level of organisation and excellent time management – able to cope with a large workload and multi-task.
- Ability (politely!) to keep phone calls short.
- Experience of working in a busy office environment.
- Awareness of advertising, branding and popular culture.

- Love and knowledge of TV, film and theatre.
- Commercial knowledge and business acumen.

### ***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).
- We also offer season ticket loans, a bike to work scheme, enhanced pension contribution up to 5% of your base salary, and private healthcare (after 2 years' service).