**Job Description:**   Curtis Brown Heritage Rights Executive/Assistant

**Department:**   Book

**Reporting to:**   Agents – Norah Perkins and Becky Brown

**Main purpose of role:**

This role involves working closely with Norah Perkins and Becky Brown to help provide the best possible service to their current and potential literary estate clients, and their publishing partners, with a focus on translation rights.

**Duties:**

**Client Care and Promotion**

1. Build an in-depth knowledge of the literary estates represented by Norah Perkins and Becky Brown. Show a demonstrable passion for 20<sup>th</sup> century authors and backlist publishing.
2. Build positive relationships with clients based on trust, speed and reliability.
3. Handle requests and enquiries from clients, colleagues in other departments and other industry professionals.
4. Assist with the organisation of promotional activities for our literary estates (anniversaries, new publications, etc) in liaison with editors, publicists and cultural organisations.
5. Maintain a publication schedule for clients: liaison with clients, publishers, editors and production team.
6. Read extensively over the Heritage list of 150 writer’s books, particularly with a view to assisting in the development of television and film projects.

**Contracts and Finance**

1. Process contracts, including: drafting and keeping track of contracts, entering contract information to the Curtis Brown database (BILL) and scanning a copy to the Therefore database system.
2. Invoice and chase clients’ advances and fees once monies have been agreed with publishers as directed.
3. Ensure that Curtis Brown has an accurate record of all new client details including bank details and tax status.
4. Check and approve client statements when directed.
5. Send reversion letters as required.

**Permissions**

1. Process the high volume of permission requests via our Permissions Portal. Your role will
include administrating, negotiating and finalising all Heritage permission requests in a timely manner.

**Foreign Rights**

2. Draft and process all translation contracts.
3. Invoice and chase advances from translation publishers.
4. Create and maintain charts of current translation licenses, expiration dates and potential new markets for key clients.
5. Liaise with our wide network of sub-agents and scouts.
6. Build submission lists and write pitches for translation rights.

**Web-enabled and Digital Technology**

1. Create profiles for new clients and their works on the Curtis Brown website, according to Curtis Brown style guidelines, and keep client profiles up to date and source rights-free images for use on our digital platforms.
2. Help to improve the experiences of publishers and other industry professionals who are searching on the Curtis Brown website for information about Heritage clients.
3. Create content for Heritage Office social media channels, including Twitter and Instagram.
4. Plan ahead and recognise opportunities for Heritage news stories for the Curtis Brown website. Write news stories to help in the promotion of the clients and their work.

**Office Administration**

1. Field and handle calls, post and email messages to both agents as directed.
2. Handle requests and enquiries from clients, colleagues in other departments and other industry professionals.
3. Work closely with other members of the Book Department team, sharing information, ideas and networks.

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**We’d love to hear from you if you have:**

- A bookshelf full of old books and a conviction that they are as good as new ones!
- A love for creative and collaborative work in a tightly knit team.
- A talent for literary detective work and for unearthing hidden gems.
- A cheerful, roll-up-your-sleeves approach to admin.
• Ideally at least 12 months’ experience working in a related role, either in the publishing industry or an adjacent cultural sector.

And are:

• Hyper-organised, with excellent time management skills.
• A highly motivated self-starter with a strong work ethic.
• An articulate and passionate communicator.

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).