



Job Description: Courses Manager (part-time)

Reporting to: Senior Manager, Courses & Operations – and Managing Director of Curtis Brown Creative Limited (“CBC”)

Main Purpose of Role:

An exciting opportunity has arisen for a Courses Manager (part-time) at Curtis Brown Creative, the UK's only agent-led creative writing school. This role centres on the day-to-day management and administration of our online and London-based courses.

You will be a part of the Courses Management team (currently five people).

We envisage this role as two-and-one-half days per week (provisionally worked Wednesday to Friday, tbc), but there may be some flexibility for a candidate seeking a role with more working days per week, subject to discussion (please indicate your preferences in your application). Regular hours will be 9.30 to 6pm, but the Courses Manager will occasionally be required to work later to host evening events.

Duties:

- **Course administration** – responsibility, with the Senior Manager, for student selection, course scheduling, quality control, course logistics and the procuring of guest speakers. Problem-solving and trouble-shooting; devising and maintaining systems.
- **Student, alumni and customer care**
- **Contractors** – sourcing, hiring and managing tutors and freelance editors, with the Senior Manager.
- **Internal relations** – assisting in the management of CBC's relationships with the Curtis Brown and C&W literary agents.
- **Online courses and educational platform** – joint responsibility for the smooth running of our online courses, including course set-up, course moderation (with the Forum Moderator) and participation in platform/website development projects (working with our developers).
- **Finance/Accounts** – responsibility for ensuring student fees are paid, paying contractors and communications with Management Accounts.
- **Website copy** – writing website copy relating to the courses, ensuring brand values.
- **New projects** – supporting the development and delivery of new courses and projects.
- **Session hosting** – occasionally acting as host for evening sessions/classes/webinars for the London and online courses.
- **Internal meetings/presentations/training** – running internal meetings and delivering presentations and staff training as required.
- **Other duties:** The Courses Manager will work alongside and liaise closely with a second Courses Manager (also working 2.5 days per week) and will assist in managing the work of the Team Assistant and Forum Moderator. Each member of staff in this small company must be adaptable and must pitch-in where necessary to ensure our courses are promoted and delivered effectively, including covering the essential work of other staff during absence, and any other duties as the MD may reasonably determine from time to time.

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

- Experience of working for a publisher or literary agency or creative writing course provider, or in an administrative role in a higher education institution or a public arts organisation
- Confident, clear and sensitive communication skills
- Excellent writing skills – and, ideally, excellent editorial skills
- Strong administrative skills and attention to detail in your work
- Familiarity with Microsoft products (Outlook, Word, Excel, Powerpoint)
- The ability to work under pressure and with interruptions
- Commercial/Business sense/acumen
- Experience of using social media and website CMS

And are:

- A creative thinker
- Innovative and energetic
- An avid reader with good knowledge of the publishing industry
- A self-starter with a strong work ethic, able to work effectively from home
- A confident, warm personality – a person who inspires trust
- Someone who is enthusiastic to contribute positively to our small team and the broader group (The Curtis Brown Group).

Why choose us?

Curtis Brown Creative is part of The Curtis Brown Group, a combined agency, production and management group.

- 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)

www.curtisbrowncreative.co.uk