

CURTIS BROWN

Literary and talent agency

Job Description: Assistant
Department: Books
Reporting to: Stephanie Thwaites

Main purpose of role:

An exciting opportunity has arisen for an assistant to join our Books Department on a fixed term basis in the office of Stephanie Thwaites. This role involves providing proactive and efficient support to a busy office, helping to provide the best possible service to current and potential literary clients and publishing partners.

Duties:

Client Care and Promotion

1. Build an in-depth knowledge of the literary clients, titles and genres represented by Stephanie Thwaites. Stephanie's list of clients covers Children's, Adult Fiction and Non-Fiction.
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 clients (anniversaries, new publications, etc) in liaison with editors and publicists.
5. Support with maintaining a publication schedule for clients: liaison with clients, publishers, editors and production team.
6. Read extensively over the list of writer's books.
7. Support the office with reading and responding to unsolicited submissions for Thwaites office.

Contracts and Finance

1. Invoice and chase clients' advances and fees once monies have been agreed with publishers as directed.
2. Ensure that Curtis Brown has an accurate record of all new client details including bank details and tax status.
3. Send reversion letters as required.

Permissions

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

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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 the clients.
3. Create content for social media channels, including Twitter and Instagram.
4. Plan ahead and recognise opportunities for 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 the agent as directed.
2. Take a primary role in the daily management of diary for the office, including scheduling both internal and external meetings, and editor/client visits.
3. Handle requests and enquiries from clients, colleagues in other departments and other industry professionals.
4. Work closely with other members of the Book Department team, sharing information, ideas and networks.
5. Assist with arranging schedules for London, Frankfurt and Bologna Book Fairs, and any other business travel abroad.

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

- A demonstratable editorial interest and love of reading, including books for children and young adults.
- A love for creative and collaborative work in a team.
- A practical, efficient, roll-up-your-sleeves approach to admin.
- 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 and an ability to work under pressure.
- A highly motivated self-starter with a strong work ethic.
- An articulate and strong communicator.

Why choose us?

- We are a passionate group of people who love what we do and love working with each other.

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- 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).