

Job Title: Assistant to Actors' Agents

Reporting to: Talent Agents

Main Purpose of Role:

An exciting opportunity has arisen for an Agents' Assistant to work closely with our close-knit team of talented Agents. This role centres around delivering excellent client care and systems administration to maximise success for clients, provide best possible service to production and publicity partners, support the development of the Agents' Offices, and build loyalty to our brand. This role involves handling the administration of a busy office and providing first class assistance to the Agents.

Duties:

Client Care – all clients:

1. Building an in-depth and up to date knowledge of the agent's clients including theatre attendance, screenings & recordings where relevant.
2. Ensuring all client information is accurately recorded on the Company's website, and database systems as directed. Regularly updating CVs, show-reels and other information relating to clients, e.g. Spotlight.
3. Fostering and maintaining good relationships with clients, production companies and key industry contacts to assist in seeking out opportunities for clients. Ensuring these relationships are kept on a professional basis at all times.
4. 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.
5. Organising any in-house audition recording/taping for the clients, this includes reading in when required, then editing the filmed material for presentation.
6. Handling fan mail and liaising with Agents/Publicist regarding interviews or charity requests for clients.
7. Ensuring potential projects and scripts that are sent specifically for the Agents' clients are logged and read.

New clients

1. Ensuring that all administration for new clients is carried out quickly and efficiently.
2. Ensuring the Company has an accurate record of new client finance details including Client's bank details and tax status.
3. Building links and networks inside and out of Markham Froggatt & Irwin to research new clients and encourage new talent appropriate to the office.

Negotiating contracts and finance

1. Ensuring contracts are accurately administered, recorded and can be quickly accessed. Entering information to Company systems as directed.
2. Ensuring that contracts are signed by all parties as quickly as possible, tracking progress and chasing where necessary.
3. Chasing late invoices for payment when required.
4. Updating the Agents on any issues regarding clients' finances e.g. late payments, tax issues.
5. Liaising with Agents, Client Accounts team and production companies for information required for Clients' travel visas if needed.

PR and Marketing

1. Helping to assess the suitability of potential new clients and assisting Agent in putting forward clients in a way which best highlights their strengths and suitability for work.
2. Following up on all proposals made by Agent and chasing for feedback if clients are unsuccessful.
3. Being alert to and aware of the potential newsworthiness of client's work.
4. Organising interviews, press and shoots as required.
5. 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
6. Organising tickets for press nights. Collating reviews of performances and premieres.
7. Ensuring clients' information and membership information is up to date on Spotlight.

Company website and other digital media

1. Drafting web profiles for new clients and their work according to MFI style guidelines.
2. 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.
3. Writing news articles for the website following Company style guidelines.
4. Promoting clients through the effective use of social media e.g. Twitter, Instagram and other emerging technologies in close consultation with Agents.
5. Liaising with colleagues in other departments to ensure a coherent approach to content on the Company website.
6. Sourcing and cutting materials from Client's previous work.

General Office and department administration:

1. Fielding telephone calls to the department and respond to routine enquiries
2. Ensuring that the office admin runs smoothly including filing, post, organising couriers and dealing with fan mail.
3. Managing queries and internal communications as required. Working closely with other members of the team, sharing information, ideas and networks.
4. Keeping an accurate Day Book of all calls to the office, taking detailed and accurate messages.
5. Ensuring that all visitors to the department are given a warm welcome.

6. Arranging the Agents' attendance at meetings or events as required e.g. transport, hotels, restaurant reservations etc.
7. Printing out scripts and contracts as required.
8. Assisting with managing the running of the office when Agents are on holiday.
9. Taking part in department rota for internal script breakdowns.
10. Helping with general tidiness of the Agents' offices and making sure they are always presentable for guests

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

- A passion for and knowledge of the industry – across film, theatre and television
- Excellent communication skills – written and verbal
- 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
- Excellent organisational and time management skills – you need to be able to cope with a large workload and multi-task.
- The ability to work under pressure and with interruptions
- Experience of using social media and website CMS
- Commercial/Business sense/acumen
- It would be beneficial if you have previous work experience within the creative industry, e.g. a talent agency or casting agency

And are:

- A confident, warm personality – a person who inspires trust
- A team player who is able to contribute positively to the whole department
- Someone resilient and creative
- Someone who is highly motivated with a strong work ethic – and stamina, you'll be expected to work some additional hours, e.g. theatre trips
- Someone with a flexible approach to problems – a person who can learn quickly

Why choose us?

- We are 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)