

# CURTIS BROWN

Literary and talent agency

**Job Description:** Assistant  
**Department:** Talent (Actors)  
**Reporting to:** Talent Agent

## **Main purpose of role:**

An exciting opportunity has arisen for an assistant to support an Agent in our Talent department. This role centres around delivering excellent client care and systems administration to maximise success for the Agent's clients, provide best possible service to production and publicity partners, support the development of the Agent's Office, and build loyalty to Curtis Brown.

## **Client Care:**

1. Building an in-depth and up-to-date knowledge of clients including theatre attendance, screenings & recordings where relevant.
2. Ensuring all client information is accurately recorded on the Company database systems. Regularly update client CVs, show reels and other information relating to clients e.g. Spotlight.
3. Fostering and maintaining good relationships with clients, production companies and key business 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 and restaurant bookings, hair and wardrobe appointments as required). Maintaining up to date schedules and recording details on the Company database.
5. Organising any in-house audition digital taping for the clients, this includes reading in when required, then editing the filmed material for presentation.
6. Handling any fan mail and liaising with Agents/Publicist regarding interviews or charity requests for clients.
7. Handling issues with clients or production companies as required and in consultation with the Agent.
8. 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, e.g. send out new client packs, create a record on Company database, liaise with Accounts, update Spotlight/IMDB, collate materials (photo, showreel etc).
2. Ensuring the Company has an accurate record of new client finance details including bank details and tax status.
3. Building links and networks in and outside of the Company 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 the Company database and other relevant systems.
2. Drafting and reviewing contracts following agent negotiations, ensuring that all terms are in line with those agreed with the client.
3. Ensuring that Contracts are signed by all parties as quickly as possible, tracking progress, monitoring and chasing where necessary.
4. Negotiating specific terms and client fees for other projects as directed by the Agent.
5. Invoicing for fees in liaison with Client Accounts. Chasing late invoices for payment when required.
6. Updating the Agent with any issues regarding clients, e.g. late payments, tax issues.
7. Liaising with Agent, 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 ask 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 and publicity schedules. Ensuring travel and schedule information is clear and up to date; that the client has everything they need and any issues are dealt with.
6. Organising flowers, cards and tickets for press nights. Collating reviews of performances and premieres.
7. Ensuring clients' information and membership is up to date on Spotlight.

## **Company website and other digital media:**

1. Drafting web profiles for new clients and their work according to Company style guidelines.
2. Ensuring that information and images regarding 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, Facebook and other emerging technologies in close consultation with Agents.
5. Liaising with the Company's Digital Content Manager and colleagues in other departments to ensure a coherent approach to content on the Company website.
6. Sourcing and cutting materials from clients' previous work.

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

1. Fielding telephone calls to the office and responding to routine enquiries.
2. Ensuring that the office runs smoothly including filing, dealing with incoming and outgoing post, organising couriers and handling fan mail.
3. Managing queries and internal communications as required.
4. Working closely with other members of the team, sharing information, ideas and networks.
5. Keeping an accurate Day Book of all calls to the office, taking accurate and detailed messages.
6. Ensuring that all visitors to the office/department are logged into the 'Guest' logbook and are given a warm welcome.
7. Arranging the Agent's attendance at meetings or events as required e.g. transport, hotels, restaurant reservations etc.
8. Printing out scripts and contracts as required.
9. Providing cover for Agents while they are on holiday, as directed.
10. Taking part in the department rota for script breakdowns.

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## ***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)
- Experienced and confident user of video editing packages/software (VideoPad, iMovie)
- 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. You should be able (politely) to keep phone calls short!
- Ability to work under pressure and with interruptions

- Experience of using social media and website CMS
- Previous work experience within the creative industry, e.g. a talent agency or casting agency, would be a real bonus

***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, adaptable 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