

# CURTIS BROWN

Literary and talent agency

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

## **Main purpose of role:**

An exciting opportunity has arisen for an assistant to support a Presenters' Agent in our Talent department. This role involves working alongside another Assistant to deliver excellent client care and systems administration to maximise success for the Agent's diverse list of clients, provide best possible service to production and publicity partners, support the development of the Agent's Office, and build loyalty to Curtis Brown. The role will involve sharing responsibility for the Presenters' Team's online presence via the Company website and social media channels.

## **Client Care:**

### **General duties:**

1. Building an in-depth and up-to-date knowledge of clients, including watching clients' work on TV and discussing with the team; attendance at clients' radio and TV recordings; book launches; Q&A; and awards hosting.
2. Ensuring all client information is accurately recorded on the Company database systems. Ensuring the team has up to date copies of all clients' work, sending copies of work to clients and adding details of clients' pages on the Company Website (see further section below)
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. Handling any fan mail and liaising with Agents/Publicist regarding interviews or charity requests for clients.
6. Handling issues with clients or production companies as required and in consultation with the Agent.
7. Chasing TX dates for clients' appearances and adding details to client calendars.
8. Keeping an eye on which clients are appearing/featuring on TV/Radio and notifying the team through a daily email.

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9. Inviting PR and TV contacts to clients' events such as book launches and recordings.

## **Corporate Bookings:**

1. Finding new corporate work for clients, including a monthly email newsletter to potential bookers flagging new clients.
2. Fielding initial enquiries and date checks.
3. On occasion, negotiating fee and terms
4. Creating contracts – using our template for speaking enquiries or drawing up customised version for bespoke products.
5. Arranging briefing calls and organising logistics for confirmed events.
6. Issuing invoices and chasing payments.
7. Ensuring that content is removed from websites as per contractual arrangements (often a number of months ahead of the event).

## **TV/Other Bookings:**

1. Arranging auditions.
2. Planning logistics (travel etc.) as required.
3. Chasing contracts.
4. Spotlight submissions as required.

## **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. Ensuring that Contracts are signed by all parties as quickly as possible, tracking progress, monitoring and chasing where necessary.
3. Negotiating specific terms and client fees for other projects as directed by the Agent.

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4. Invoicing for fees in liaison with Client Accounts. Chasing late invoices for payment when required.
5. Updating the Agent with any issues regarding clients, e.g. late payments, tax issues.
6. 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. Being alert to and aware of the potential newsworthiness of client's work.
3. Organising voiceover, interviews, press and shoots as required.
4. 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.
5. Organising first night gifts and other relevant gifts.
6. 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 client pages are up to date, including: adding images, adding media, adding quotes following broadcasts/programmes, editing CVs, and maintaining clients' biographies to keep current and up to date.
3. Writing news articles for the website following Company style guidelines.
4. Ensuring the 'Presenters' homepage is up to date.

## **Social Media:**

1. Promoting clients through the effective use of social media e.g. Twitter, Facebook and other emerging technologies in close consultation with Agents.
2. Scheduling 4 to 5 tweets a day (through the use of 'Tweetdeck') including tweets relating to
  - TV and Radio programmes
  - Catch-up TV
  - Clients' written work, e.g. features/interviews in publications such as: *The Pool*, *Buzzfeed*, *ES Magazine* etc
  - New blog posts
3. Regularly monitoring Twitter for ad hoc tweets and re-tweets.
4. Weekly Twitter update email, containing top tweets with impressions, notable new followers, the week's tweets.
5. Multimedia (such as Vimeo/YouTube etc)
  - Ensuring programmes are edited with appropriate software to allow them to be loaded onto the Vimeo media platform.
  - Sharing Vimeo links with team and external contacts.

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- Adding clients' media clips into the website media library for client's individual pages.
- Adding YouTube trailers into individual website news stories and the highlight section on the Company Website's Presenters' Team homepage.

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

1. Diary Management: updating client availability (holidays, filming schedules etc.), diarising meetings when required.
2. Fielding telephone calls to the office and responding to enquiries.
3. Ensuring that the office runs smoothly including filing, dealing with incoming and outgoing post, organising couriers and handling fan mail.
4. Managing queries and internal communications as required.
5. Working closely with other members of the team, sharing information, ideas and networks.
6. Keeping an accurate Day Book of all calls to the office, taking accurate and detailed messages.
7. Ensuring that all visitors to the office/department are logged into the 'Guest' logbook and are given a warm welcome.
8. Arranging the Agent's attendance at meetings or events as required e.g. transport, hotels, restaurant reservations etc.

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

- A passion for and knowledge of the industry – particularly across television, radio and live events
- 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
- A strong cultural awareness, as the Agent represents a wide variety of clients in all areas of the media.
- It would be beneficial if you have previous work experience within the creative industry, e.g. a talent agency or casting agency, event management company or advertising agency.

## ***And are:***

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- Excited by the prospect of assisting an Agent who represents a diverse list of performers and presenters across all aspects of the industry from Documentaries, Art, Comedy and Entertainment.
- 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