



Job Description: Translation Rights Assistant

Department: Translation Rights (Books)

Reporting to: Kate Burton, Rights Director

This is an exciting opportunity to join C&W literary agency on a permanent full-time basis. We are a close-knit team of 17 people, representing bestselling and prize-winning authors around the world, with a proud track record of supporting writers from the very beginning of their career.

Main purpose of role:

This role will involve providing administrative support to the Rights Director, working closely alongside the Senior Rights Manager.

We are looking for an energetic, creative and highly motivated assistant. The ideal candidate will enjoy reading a wide variety of literature and have a keen interest in book publishing and the international publishing market. While previous publishing or foreign rights experience would be beneficial, it is not a requirement for the role. You will have excellent communications skills, be highly organised, have a sharp eye for detail, and enjoy working in an ambitious team. We need someone who feels confident handling a high volume of administrative work, including contractual details. You should be engaged with digital and social media, and as the role will involve writing copy for our website it would be useful if you have experience writing copy. As part of a lively department, you will be expected to use your skills to help facilitate colleagues' projects; to roll up your sleeves and pitch in. Knowledge of a foreign language is helpful but not necessary.

This role gives an ideal opportunity for an assistant to use their excellent administrative skills to discover more about international publishing, build excellent knowledge and contacts within the industry and work with an incredible stable of authors across the C&W list and those of the other agencies with whom we work.

Client Care and Promotion

- Build an in-depth knowledge of clients and titles handled by the C&W team, as well as with the markets they work across.
- Develop positive relationships with clients and primary agents based on trust, speed and reliability and offer excellent client care.



- Ensure that the translation rights aspect of the website stays up to date by updating with translation rights sales.
- Collate and generate information for the C&W rights catalogues for book fairs, and any international trips. Ensure that the copy is proofread and written in alignment with the style guide.
- Handle requests and enquiries from clients, colleagues in other departments and other industry professionals.

Contracts, Accounts and Systems

- Negotiate terms, draft and keep track of contracts for clients following agent's negotiations, liaising with the contracts department.
- Ensure contracts are accurately administered and recorded and can be quickly accessed. Maintain and update our database for client information and scan copies of contracts to our shared drive.
- Send reversion letters when required and chase for responses.

UK Agents and Agencies

- Liaise with UK agents and agencies regarding material, covers, author photos and reviews

Office and department administration

- Ensure that the office runs smoothly including phone, email, filing, book ordering, post and travel.
- Arrange schedules for any foreign trips, Book Fairs and other events which includes arranging travel, accommodation, and publicity details for author promotion.
- Ensure foreign editions are sent out in a timely manner.
- Work closely with other members of the agency, sharing information, ideas and networks.
- Undertake general administrative tasks including but not limited to: maintaining manual and computerised filing system and records, entering information to the company database and publishing charts, producing reports.



We would love to hear from you if you have:

- Great organisation skills.
- A high level of accuracy and attention to detail in your work.
- The ability to manage a varied workload.
- Excellent communication skills – both verbal and written.
- Experience with Microsoft products (Outlook, Word, Excel).
- The ability to work calmly under pressure and to tight deadlines.
- Experience of using social media.
- A passion for books and the publishing industry.

Why choose us?

You will be joining one of the UK's leading literary agencies and have the opportunity to work with well-known and exceptional upcoming authors. We are a small, committed, and collaborative team of literary agents, translation rights agents, and finance professionals within Europe's largest and most successful talent agency, The Curtis Brown Group.

We offer an extensive list of benefits designed to meet your needs for today and in the future, including: free yoga and personal training classes, many health and wellbeing tools and resources, eyecare vouchers, a bike to work scheme, season ticket loans, private healthcare (after 2 years' service), a retail discounts portal, various employee groups to get involved in, and much more!