

CURTIS BROWN

Literary and talent agency

Job Title: Intern
Department: Talent (Presenters)
Reporting to: Two Talent Agents

Main purpose of role:

An intern role supporting a busy team of two Talent Agents and two Agent Assistants. This role will involve general administrative duties, helping to deliver excellent client care and systems administration to maximise success for the Agents' clients, provide best possible service to production and publicity partners, support the development of the Agents' Office, and build loyalty to Curtis Brown.

Client Care:

1. Helping to ensure all relevant client information is accurately recorded on the Company website and database systems as directed. As instructed, regularly updating client CVs, show reels and other information relating to clients e.g. Spotlight.
2. Working alongside the Agents and Assistants to help foster and maintain good relationships with clients, production companies and key business contacts. Ensuring that relationships are kept on a professional basis at all times.
3. Building a knowledge of the Agents' clients – learning about past, present and future projects.
4. Helping the Agents/Assistants with organisation of clients' professional diaries, e.g. as directed this will involve liaising with production company re transport, hotels, the client's preferred Hair & Makeup (H&M) team and styling/wardrobe.
5. Booking tickets to clients' shows, liaising with attendees/production and sending confirmation of details to relevant parties.
6. Uploading clients' show reel tapes.

Company website and other digital media:

1. As directed, promoting clients through the effective use of social media e.g. Twitter, Facebook, Instagram, and other emerging technologies in close consultation with Agents and Assistants.
2. As directed, drafting web profiles for new clients and their work according to Company style guidelines.
3. Helping the Agents/Assistants ensure 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.
4. As directed, writing news articles for the website following Company style guidelines.

5. Helping the Assistant liaise with the Company's Digital Content Manager and colleagues in other departments to ensure a coherent approach to content on the Company website.

General Office and department administration:

1. Fielding telephone calls to the agents' offices and responding to routine enquiries as directed. Keeping an accurate Day Book of all calls to the office, taking accurate and detailed messages.
2. Helping ensure that the office runs smoothly including filing, dealing with incoming and outgoing post, organising couriers and handling fan mail and charity requests.
3. Day-to-day diary management including: arranging meetings, making reservations and setting up reminders.
4. Ensuring that all visitors to the office/department are given a warm welcome and offered drinks
5. Helping the Assistants with arranging any attendance at meetings or events as required e.g. transport, hotels, restaurant reservations etc.
6. Ensuring the Agents have what they require for any internal/external meetings, including researching and printing out maps when required.
7. Printing out scripts and contracts as required.
8. Helping the Assistants with the completion of office expenses.
9. Collating reviews of performances and premieres. Setting up reminders for up-coming shows and arranging first night and other gifts for clients.
10. Providing cover for Assistants while they are on holiday, as directed.

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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
- An interest in social media and the ability to compose tweets and posts that are both respectful of the company values and creatively promote client work
- Excellent communication skills – written and verbal
- Familiarity with Microsoft products (Outlook, Word, Excel)
- It would be useful if you have experience of video editing packages/software
- A high level of accuracy and attention to detail in your work
- Excellent organisational and time management skills
- Ability to work under pressure and with interruptions

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 with a flexible approach to problems – a person who can learn quickly