

# CURTIS BROWN

Literary and talent agency

**Job Description:** Assistant

**Department:** Books

**Reporting to:** Literary Agents Cathryn Summerhayes and Steph Thwaites

## **Main purpose of role:**

An exciting opportunity has arisen for an assistant to join our Books Department, working across two dynamic offices – the office of Cathryn Summerhayes 3 days a week, and the office of Steph Thwaites 2 days a week. This role involves providing proactive and efficient support to busy offices, working closely alongside two Associate Agents to help provide the best possible service to current and potential literary clients and publishing partners. We will provide the relevant training and support.

## **Duties:**

### **Client Care and Promotion**

1. Build an in-depth knowledge of the literary clients, titles and genres represented by the Agents.
2. Build positive relationships with clients based on trust, speed and reliability.
3. Handle requests and enquiries from clients, colleagues in other departments and other industry professionals.
4. Assist with the organisation of promotional activities for our clients (anniversaries, new publications, etc) in liaison with editors, publicists and cultural organisations.
5. Support with maintaining a publication schedule for clients: liaison with clients, publishers, editors and production team.
6. Support the offices with reading and responding to unsolicited submissions for the Agents' offices. This will involve writing reader reports when requested.

### **Contracts and Finance**

1. Process contracts, including: drafting and keeping track of contracts, entering contract information to the Curtis Brown database (BILL) and scanning a copy to the *Therefore* database system.
2. Invoice and chase clients' advances and fees once monies have been agreed with publishers as directed.
3. Ensure that Curtis Brown has an accurate record of all new client details including bank details and tax status.
4. Check and approve client statements when directed.
5. Send reversion letters as required.

## **Permissions**

1. Process the high volume of permission requests via our Permissions Portal. This role will include administrating, negotiating and finalising all permission requests in a timely manner.

## **Web-enabled and Digital Technology**

1. Create profiles for new clients and their works on the Curtis Brown website, according to Curtis Brown style guidelines, and keep client profiles up to date with new works, awards, news and source rights-free images for use on our digital platforms.
2. Liaise with other departments to ensure client pages are kept up to date with all relevant information, including across Translation, Book to Film and Audio departments.
3. Create content for social media channels, including Twitter and Instagram.
4. Plan ahead and recognise opportunities for news stories for the Curtis Brown website. Write news stories to help in the promotion of the clients and their work.

## **Office Administration**

1. Field and handle calls, post and email messages to the agents as directed.
2. Take minutes/notes from calls and meetings
3. Take a primary role in the daily management of diary for the offices, including scheduling both internal and external meetings, lunches and editor/client visits.
4. Handle requests and enquiries from clients, colleagues in other departments and other industry professionals.
5. Work closely with other members of the Book Department team, sharing information, ideas and networks.
6. Assist with arranging schedules for London, Frankfurt and Bologna Book Fairs, and any other business travel abroad.
7. Assist with departmental administration across shared tasks with other assistants.

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

- A demonstrable editorial interest and love of reading.
- A love for creative and collaborative work in a team.
- A practical, efficient, roll-up-your-sleeves approach to admin.
- Experience working in a related role, either in the publishing industry or an adjacent cultural sector, would be beneficial but is not a necessity.
- An interest and/or familiarity in adult fiction and non-fiction and knowledge/interest in children's books would be desirable but not a necessity.

## ***And are:***

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- Hyper-organised, with excellent time management skills and an ability to work under pressure.
- A highly motivated self-starter with a strong work ethic.
- An articulate and strong communicator.

## ***Why choose us?***

We are a passionate group of people who love what we do and love working with each other.

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.