

**Job Title:** Assistant to Talent Agent

**Reporting to:** Talent Agent

**Main Purpose of Role:**

An exciting opportunity has arisen for an experienced Agents' Assistant to join our Talent Department at Markham, Froggatt and Irwin. You will work alongside another Assistant and will cover each other's roles when necessary. This role centres around delivering excellent client care and systems administration to maximise success for clients, provide best possible service to production and publicity partners, support the development of the Agent's Office, and build loyalty to our brand. This role involves handling the administration of a busy office and providing first class assistance to the Senior Agent.

**Duties:**

**Client Care – all clients:**

1. Building an in-depth and up to date knowledge of the agent's clients including theatre attendance, screenings & recordings where relevant.
2. Ensuring all client information is accurately recorded on the Company's website, and database systems as directed. Regularly updating CVs, show-reels and other information relating to clients, e.g. Spotlight. Shared task with other assistant.
3. Fostering and maintaining good professional relationships with clients, production companies and key industry contacts to assist in seeking out opportunities for clients.
4. Organising clients' meetings (including - transport, hotel & restaurant bookings, hair & wardrobe appointments as required). Maintaining an up to date schedule and record on the Company database.
5. Organising any in-house audition recording/taping for the clients, this includes reading in when required, then editing the filmed material for presentation.
6. Handling fan mail and liaising with Agents/Publicist regarding interviews or charity requests for clients.
7. Ensuring all client emails, calls and texts are dealt with as soon as possible. Keeping a quick and positive line of communication.
8. Handling issues with clients or production companies as required and in consultation with the senior Assistant and Agent.
9. Covering client events including screenings, theatre trips etc. Arranging for guests to see the theatre and then to meet the clients. Shared task.
10. Ensuring potential projects and scripts that are sent specifically for the Agents' clients are logged and read.
11. Organising flowers, cards and tickets for press nights. Collating reviews of performances and premieres.
12. Managing other ad hoc tasks, such as paperwork and preparation required during the Covid-19 pandemic

### **New clients**

1. Ensuring that all administration for new clients is carried out quickly and efficiently.
2. Ensuring the Company has an accurate record of new client finance details including Client's bank details and tax status.
3. Building links and networks inside and out of Markham Froggatt & Irwin 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 Company systems as directed.
2. Ensuring that contracts are signed by all parties as quickly as possible, tracking progress and chasing where necessary.
3. Chasing late invoices for payment when required.
4. Updating the Agent on any issues regarding clients' finances e.g. late payments, tax issues.
5. Liaising with Agents, 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 chasing 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 & publicity schedules. Ensuring travel and schedule information is clear and up-to-date and that the client has everything they need. Handling any issues quickly and efficiently
6. Organising tickets for press nights. Collating reviews of performances and premieres.
7. Ensuring clients' information and membership information is up to date on Spotlight.

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

1. Drafting web profiles for new clients and their work according to MFI style guidelines.
2. Ensuring that information and images for 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, Instagram and other emerging technologies in close consultation with Agent.
5. Liaising with 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. Answering the phones, taking messages, monitoring incoming email traffic at all times.
2. Ensuring that the office is ready for external guests or meetings, welcoming them at reception etc.
3. Ensuring the Agent has the tools to work effectively (including everything from IT support, accessing documents from the database, arranging theatre tickets, hotels, transport, visas or making tea!)
4. Diary management for the office, including being across all the Agent's meetings and calls. Checked at the start of every day as a minimum. Shared task with other assistant.
5. Keeping a rolling office to do list – being ready to have office catch ups, ensuring nothing is missed (even if not addressed to you!) and keeping a working list for the Agent. Shared task.
6. Ensuring the office runs smoothly including filing, dealing with incoming and outgoing post, organising couriers and handling fan mail. Filing any important documents, emails, information in the appropriate place (Dropbox, public folders, etc).
7. Ensuring projects and client pages, buyers etc are kept up to date on the Company database system.
8. Working closely with other members of the team, sharing information, ideas and networks.
9. Providing cover for the other Assistant, and assisting with managing the running of the office when the Agent(s) are on holiday.

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

- A minimum of 2-3 years' experience working within a talent agency or casting agency
- A passion for and knowledge of the industry – across film, theatre and television
- A high level of professionalism, discretion and ability to deal with confidential and sensitive information
- Excellent written and verbal communication skills
- 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.
- The ability to work under pressure and with interruptions
- Experience of using social media and website CMS
- Commercial/Business sense/acumen

***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 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

***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