

**Internship Scheme application form**

**- Curtis Brown Book Department**

Media and publishing are amongst the most popular career choices, yet often these industries can seem like a closed shop for those who don't already have experience or contacts. We offer bright and energetic people an opportunity to discover what agencies are all about. Our Book Department internship programme gives an introduction to the world of agenting.

The internship lasts for 3 months and you will work with agents and their assistants to gain hands-on experience of literary agenting, publishing and the media. You should have good administrative skills and genuine enthusiasm for and interest in the industry. We'd like you to have some experience of working in an office environment. The scheme is open to graduates, undergraduates and non-graduates alike. If you are not planning to go on to further education after school, then you will be eligible to apply for a scheme start date from the September following your A-levels or equivalent.

You will be paid pro-rata of £21,548 p.a. payable in arrears on the last working day of each month. We ask that you work from 9.30 to 6pm (with an hour for lunch) and that you commit to stay with us for the full period requested. Also please note,

1. You must already have the right to work in the UK (we will ask you to provide original documentation as evidence of this).

2. You must be able to make your own arrangements to live in the Greater London area during your internship. Unfortunately, we are not able to help you with finding accommodation or with travel costs. The Book Trade Charity offers support to those seeking employment in the Book Trade, including help with interview costs for those who might need it. More information can be found at <https://www.btbs.org/>.

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| **1. Personal Details**  Name:  Address:  Email:  Contact number: |

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| **2. What date are you available to start/finish the internship?**  (please note the start date for this role will be late April) |

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| **3. Do you have a personal contact at Curtis Brown or any of its associated (parent/subsidiary) companies? You can see the logos for the other companies connected with Curtis Brown at the top of this page. For example, perhaps you have a friend or relative who works or used to work here? Or perhaps a friend/relative who might be an actor or writer and is represented by us?**  **Note: Like many businesses, we ask this question to help ensure successful candidates are selected on merit following an interview process, but also because we wouldn’t want of our any team or intern candidates to find themselves in an interview situation opposite their friend or relation! We need to allow our team to excuse themselves from the selection and interview process if necessary, to be fair to everyone involved.**  **So, if you do have a personal contact at one of our companies, please tell us who this is and their relationship to you:** |

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| **4. How did you hear about our internship scheme?** |

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| **5. Why are you interested in working at an agency such as Curtis Brown?** |

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| **6. Our internships involve basic administrative duties. Please let us know about any office/admin skills you have, e.g. drafting letters/emails, diary management, handling telephone enquiries, event planning etc**. **Also let us know about your IT skills e.g. which software packages you have used previously; do you use social media platforms? Perhaps you have experience of content management on websites or of using web software? Maybe you run your own blog or vlog?** |

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| **7. Write 250 to 300 words on a contemporary novel or work of non-fiction you recently read and enjoyed, telling us why you enjoyed it.** |

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| **8. Make a list of your top five favourite books.**  1.  2.  3.  4.  5. |

Please email your completed form to [jobs@curtisbrown.co.uk](mailto:jobs@curtisbrown.co.uk) along with a copy of your CV and covering letter.

Make sure you put **"Internship Application – Book Department**" in the subject line of your email.

We’re very lucky because we normally receive a lot of interest in the vacancies we advertise. Regretfully this also means we can’t promise to reply personally to everyone who applies, we hope you understand.

Our Book Department internship runs all year round. You’ll see the start dates for the next available opening on our website internships page <https://www.curtisbrown.co.uk/page/internships-at-curtis-brown>

If we've written "sorry no current vacancy" then do check again at a later date because circumstances may have changed.

Good luck with your application!