

**Job Description:** Assistant to Literary Agents

**Department:** C&W

**Reporting to:** Lucy Luck, Richard Pike & Emma Finn, Agents

### Role Overview:

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

This role will involve providing proactive and efficient creative and administrative support to the offices of 3 Literary Agents, to help provide the best possible service to current and potential literary clients and publishing partners, and to contribute to the efficiency, growth and profitability of the company.

### Responsibilities:

#### Client Care and Promotion

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

#### Contracts, Accounts and Systems

- Process contracts, including: liaising with the Agent, Curtis Brown legal team and UTA where relevant to help ensure the best deal terms, drafting and keeping track of contracts, and entering information to the C&W database.

- Invoice and chase clients' advances and fees once monies have been agreed with publishers as directed.
- Ensure that C&W has an accurate record of all new client details including bank details and tax status.
- Check and approve client statements when directed

## Promotion and Marketing

- Create profiles for new clients and their works on the C&W website, according to C&W 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.
- Liaise with other departments to ensure client pages are kept up to date with all relevant information, including across Translation, Media Rights and Audio departments. Work with wider team to create content for social media channels and C&W website where relevant and as required by each Agent. Keep track of press reviews and update client press packs to share with colleagues and external parties.

## Office and Department Administration

- Field and handle calls, post and email messages to the Agents as directed.
- Support in the daily management of diary in each office, including scheduling both internal and external meetings, lunches and editor/client visits.
- Handle requests and enquiries from clients, colleagues in other departments and other industry professionals.
- Work closely with other members of the C&W team, wider Curtis Brown Group Books Department and UTA, sharing information, ideas and networks.
- Assist with drafting catalogue pages and arranging schedules for Book Fairs, and any other business travel abroad.
- Welcome visitors at reception and escort them through the office to their meeting. Book and set up meeting rooms in advance as directed and organise any refreshments.
- Assist with departmental administration across shared tasks with other assistants.

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.
- A background in Publishing or within books in a professional capacity (Literary Agency experience desirable but not essential)

And are:

- A team player who is able to positively contribute to and collaborate with the whole department
- An articulate and strong communicator
- Able to work independently and autonomously, using initiative and proficient problem-solving skills
- Resilient, adaptable and creative
- Someone with a flexible approach to problems – a person who can learn quickly