

CURTIS BROWN

Literary and talent agency

Job Description: Assistant

Department: Talent (Actors)

Reporting to: Talent Co-Agents and Associate Agent

Main purpose of role:

An exciting opportunity has arisen for an assistant to support Co-Agents and Associate Agent in our Talent department on an 12 month fixed term basis. This role involves working closely alongside an experienced Associate Agent, supporting two busy senior Talent Agents. The role centres around delivering excellent client care and systems administration to maximise success for the Agent's clients, provide best possible service to production and publicity partners, support the smooth running of the Agents' Office, and build loyalty to Curtis Brown.

The role will also involve assisting on specific Curtis Brown Group (CBG) administration and diary management tasks as and when required, maintaining strong working relationships with various members of the CBG Board, whilst remaining highly professional and acutely aware of the confidential nature of many conversations.

Client Care:

1. Building an in-depth and up-to-date knowledge of clients, including theatre attendance, screenings and recordings where relevant.
2. Drafting and editing tapes, including giving guidance and constructive feedback where appropriate, alongside Associate Agent.
3. Ensuring all client information is accurately recorded on the Company database systems. Keeping website CVs up-to-date and some Spotlight CVs (for some clients only).
4. Fostering and maintaining good professional relationships with clients, production companies and key business contacts to assist in seeking out opportunities for clients.
5. Organising clients' meetings (including - transport, hotel and restaurant bookings, hair and wardrobe appointments as required). Maintaining up to date schedules and recording details on the Company database.
6. Sourcing and cutting client scenes.
7. Handling any fan mail and charity requests for clients, and liaising with Agents/Publicist regarding press and publicity schedules. Ensuring travel and schedule information is clear and up to date; that the client has everything they need and any issues are dealt with.
8. Ensuring all client emails, calls and texts are dealt with as soon as possible. Keeping a quick and positive line of communication.

9. Handling issues with clients or production companies as required and in consultation with the Associate Agent and Agents.
10. Covering client events including screenings, theatre trips etc. Arranging for guests to see the theatre and then to meet the clients. Shared task.
11. Ensuring potential projects and scripts that are sent specifically for the Agents' clients are logged and read.
12. Leading on ADR, workshops and radio – everything from arranging to invoicing once completed.
13. Organising flowers, cards and tickets for press nights. Collating reviews of performances and premieres.

Curtis Brown Group:

1. Support to Senior Director of company with all related strategic and confidential matters.
2. Build good working relationships with all members of the Senior Leadership Team.
3. Representing your Office on various CBG working groups.
4. Working closely with the CBG Communications Manager on CBG related tasks, which can include internal and external communications throughout the business. Always remembering that your work is a representation/affiliation of your Office.

Casting:

1. Spotlight suggestions.
2. Alongside Associate Agent, pushing clients with casting directors according to their strengths and suitability, drafting suggestions for Agents to send where appropriate, covering opportunities that are not put out on Spotlight. Sometimes this is to be discussed with the team, but often to be done without prompt (especially on younger clients).
3. Reading scripts and breaking some of these down for the department.
4. Assist the Associate Agent with casting; highlighting particular projects to the Agents, creating project lists for new clients (or ones needing particular attention).
5. Keeping all client descriptions and photos up to date for pushing purposes.

Media Rights:

1. Liaising with media rights agents within CB and UTA and maintaining database of available material suitable for clients
2. Working closely with internal IP scout to support high profile client
3. Building good working relationship with members of the Book Department
4. Coordinating material meetings between Books/Media rights and clients and their teams

Negotiating, contracts and finance:

1. Ensuring contracts are accurately administered, recorded and can be quickly accessed. Entering information to the Company database and other relevant systems.
2. Alongside the Associate Agent, drafting and reviewing contracts following agent negotiations, ensuring that all terms are in line with those agreed with the client. Leading on workshop and radio jobs.
3. Ensuring that Contracts are signed by all parties as quickly as possible, tracking progress, monitoring and chasing where necessary.
4. Negotiating specific terms and client fees for other projects as directed by the Agents.
5. Ensuring jobs for ADR, workshops and radio are correctly entered on the Company database, and supporting Associate Agent (including covering in their absence) to ensure all other jobs are also logged.
6. Ensuring clients are being paid as expected and updating the contract spreadsheet accordingly.
7. Chasing any overdue/outstanding payments.
8. Liaising with the accounts team on any general money related queries (ranging from pension contributions to WHT etc).

Company website and other digital media:

1. Drafting web profiles for new clients and their work according to Company style guidelines.
2. Ensuring 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.
3. Writing news articles for the website to promote clients' work.
4. Promoting clients through the effective use of social media e.g. Twitter, Facebook, Instagram and other emerging technologies in close consultation with Agents and Associate Agent.
5. Liaising with the Company's Digital Content Manager and colleagues in other departments to ensure a coherent approach to content on the Company website.
6. Sourcing and cutting materials from clients' previous work.

New clients:

1. Ensuring that all administration for new clients is carried out quickly and efficiently, e.g. send out new client packs, creating a record on Company database, liaising with Accounts, updating Spotlight/IMDB, collating materials (photo, showreel etc).
2. Ensuring the Company has an accurate record of new client finance details including bank details and tax status.
3. Building links and networks in and outside of the Company to research new clients and encourage new talent appropriate to the office.

General 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 Agents have 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 Agents' meetings and calls. Checked at the start of every day as a minimum.
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 – we're a team!) and keeping a working list for the Agents.
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 Associate Agent and the Agents while they are on holiday.
10. Taking part in the department rota for script breakdowns.

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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
- A high level of professionalism, discretion and ability to deal with confidential and sensitive information
- Excellent communication skills, both written and verbal
- 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. You should be able (politely) to keep phone calls short!
- Ability to work under pressure and with interruptions
- Experience of using social media and website CMS
- It would be beneficial if you have previous work experience within the creative industry, e.g. a talent agency or casting agency

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 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