

# Agents Assistant - Troika -

**Based:** London

**Reports to:** Director

## About the Group...

We are a leading talent management and professional services company based out of the UK and US. YMU provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists

## About the Team...

You will be working for Troika, who represent over 300 clients ranging from UK national treasures to global screen stars and breakthrough Hollywood talent. Founded in 2005, the division consists of a team of experts with a wealth of experience in entertainment, drama and comedy.

## About the Job...

Working within our Writers and Directors division, the Agents Assistant will be reporting to an Agent specialising in Screenwriters, Playwrights and Directors.

## The Agents Assistant is Responsible for...

- Reading scripts and offering feedback
- Processing and keeping track of client contracts
- General client administration
- Attending theatre performances and screenings
- Invoicing and money chasing
- Updating client biographies
- Dealing with clients and producers on a daily basis
- Contributing to the smooth running of a very busy office

**About You ...**

- Experience within talent management as an Agent Assistant (or equivalent) or alternatively within media/entertainment industry
- A passion for film, TV and theatre
- Across the board, discretion is of the utmost importance
- Strong organisation and administration skills
- Ability to communicate at all levels – both in written and verbal form
- Proactive and forward thinking; able to use own initiative
- Must possess excellent attention to detail
- Professional appearance and approach
- Ability to deal with highly sensitive and confidential issues in a professional manner
- Positive attitude with plenty of energy and enthusiasm
- Applicants must have the right to work within the UK.

**What we offer:**

We offer a wide variety of benefits including:

- Access to flexible working conditions – we believe with performance comes freedom.
- Private Medical and Life Insurance after 12 months' service
- Enhanced parental leave
- Staff equity share and bonus scheme
- Perkbox employee benefit platform