

# Junior Agent, Publishing

**Based:** Central London

**Reports to:** Director of Publishing

**Group Overview:** A leading 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.

**Team Overview:** This role will assist and support the Director of Publishing and the Literary department of YMU. This is an exciting opportunity for someone who is passionate about books, publishing and the media, to work with a stellar roster of authors and be part of some of the biggest publishing campaigns in the industry.

**Job Purpose:** The successful candidate will be involved in all areas of client management and will have previous experience in the publishing industry, though this is not absolutely necessary. You will be widely read, highly organised, have excellent communication skills and thrive on being organised. A keen attention to detail is also vital.

## Key Responsibilities:

- Processing contracts and raising invoices
- Providing general administrative support to Director of Publishing
- Orchestrating the smooth running of the department
- Work with Director of Publishing to prepare publishing strategies and pitch documents
- Manage and maintain comms with publishers and demonstrate strong networking skills
- Ensure clients/authors are accompanied to key publishing events
- Develop relationships with industry peers in publishing (and any other relevant sectors)
- Prepare and collate materials for book fairs

## Person Specification:

### *Essential Requirements*

- Exceptional organisational, written and verbal skills are a necessity
- Detail orientated with an excellent level of accuracy



- Experience of using MS Office including Powerpoint/Keynote
- Previous experience in client/author management in the Publishing industry
- An understanding of deal points in contract negotiations
- Proactive and forward-thinking with industry knowledge and ability to use own initiative
- Great interpersonal skills, able to forge strong relationships with people of all levels (internally & externally) and be a team player
- Positive, can-do attitude with plenty of energy and enthusiasm

## What we Offer...

We offer a wide variety of benefits including:

- Unlimited holiday
- Access to flexible working conditions – we believe with performance comes freedom
- Annual bonus & Colleagues Incentive Scheme
- Private medical after 12 months' service
- Enhanced parental leave
- Perkbox employee benefit platform