

Children's Translation Rights Assistant (Full-time 12-month FTC) – David Higham Associates

Deadline for all applications: Wednesday 9th October 2024 at 11.59pm

Salary: from £27,500 per annum, depending on experience.

Location: our offices are based in central London (Soho). You would be expected to work a minimum of four days a week in the office initially, with some working from home flexibility.

DHA is looking for an organised, enthusiastic, and creative assistant to join the Children's Translation Team on a full-time fixed term (12 months) contract from 1st December 2024. This will be a busy role providing general administrative support for the team which consists of the Head of Rights and Rights Executive roles.

We are a company that takes pride in creating a supportive and collaborative environment where employees work towards individual and company goals as well as towards attaining a good level of autonomy in their roles, with training.

The successful candidate will have a sharp eye for detail and will be confident managing a high volume of work. You will be a fast learner who is keen to support a busy, ambitious team and happy to pitch in where necessary. You will have excellent communication and administrative skills. Knowledge of Microsoft Office is required. You'll also have a keen interest in children's literature and learning about the international publishing market. Some previous experience in a publisher or an agency is helpful but not necessary.

This is an exciting and unique opportunity for someone wanting to learn more about selling international rights whilst developing their administrative skills.

Responsibilities

Authors

- Reading books and feeding back on manuscripts
- Handling enquiries about translation rights sales
- Acting as the primary point of contact for client enquiries by telephone and email
- Liaising with submission strategies and preparing marketing materials for the same
- Writing some submission letters and creating publication roundups

Departmental and company tasks

- Collating our rights guides for book fairs and trips and handling all associated admin
- Preparing newsletters and marketing materials and updating social media
- Managing renewals and reversions
- Updating rights website

Administrative

- Scheduling meetings, tracking contracts, logging deals and interest, submissions, and publisher details on our database.
- Liaising with clients and the accounts department on invoices/payment chasing.
- Entering contracts on a database and keeping files in clear order.
- Handling post, author copies, book orders.

Knowledge, skills, experience

Essential:

- Experience in a support role, ideally in a related industry
- Administrative experience including diary management, computer and database skills
- Knowledge of Microsoft Office
- Adaptability and ability to juggle multiple projects and independently prioritise workload
- Meticulous attention to detail
- Excellent organisational and record-keeping skills
- Self-motivated and able to take initiative
- A love for books and an interest in literature in translation

Desirable:

- Language skills
- Confidence working directly with internal staff at all levels, clients and outside partners
- Excellent communication skills; in-person, on the phone and on video calls
- Diplomacy, tact and discretion

To apply

Please send your CV and covering letter to Allison Cole (allisoncole@davidhigham.co.uk). Please include your name in the subject line of the email. We offer expenses for travel to London to attend interviews. Please let us know if you require any reasonable adjustments during the interview process.

DHA welcomes and encourages applications from any individual regardless of ethnic origin, gender, disability, religious belief, sexual orientation, or age. All applicants will be considered on merit.

We welcome questions relating to the job or to your application if you email us at allisoncole@davidhigham.co.uk.