

## David Higham Associates: Film, TV & Theatre Intern

With a long-established history in author representation, over 90 books currently under option to TV and Film production companies, and a sizeable roster of emerging and established writer clients in all mediums, David Higham Associates is a leading agency in the Literary, TV, Film and Stage industries.

This is a great opportunity to join the TV, Film and Stage department as a departmental intern. The position is full-time and for 6 months.

We're looking for an enthusiastic, focused individual with good initiative, communication, organisational and administrative skills, who is passionate about the world of Film, TV and Theatre, and is keen to learn more about working in a literary agency.

Working hours are 9.15am – 5.30pm, Monday to Friday, with a minimum of four days based in our offices in Soho, London. Salary will be £26,000 per annum and we do not cover travel or accommodation costs.

Tasks will include:

- Circulating agreements for signature, tracking signatures and logging progress.
- Tracking and chasing invoice payments; liaising with the accounts department.
- Preparing sales and marketing materials.
- Updating and maintaining our database of client submissions and contracts.
- Handling basic permissions requests from initial enquiry through to contract.
- Updating template contracts with agents' comments under supervision and with full training.
- Ad hoc research.
- Responding to requests for agent representation.
- Compiling a weekly newsletter of pertinent industry news for internal circulation.
- Posting news across digital platforms including the DHA website, Twitter and LinkedIn.
- Updating client CVs on the DHA website.
- Photocopying, scanning, and filing contracts. Coordinating with outside scanning companies where required.
- Further general administrative support to the Film, TV and Theatre department as required.
- General reception duties including redirecting emails, answering phones, managing post, ordering lunches and greeting clients and guests.
- Script reading.

To apply, please send your CV and a brief covering email to Emmanuel Omodeinde at [dhamediajob@davidhigham.co.uk](mailto:dhamediajob@davidhigham.co.uk). You can also contact Emmanuel on this email address if you have any questions about the role.

Please format the subject line of your email/s as "*YOUR NAME // INTERNSHIP APPLICATION*" and include mention in your covering email of where you heard about this position.

We welcome applicants from all backgrounds.

**Please note that only successful applicants will be contacted.**

Applications close midnight Wednesday 1st May 2024.

Date of interview and start date to be mutually agreed.