

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

With a long-established history in author representation, over 80 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.

We offer expenses for travel to London to attend interviews. Please let us know if you require any reasonable adjustments during the interview process.

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.
- Script reading.
- General reception duties including redirecting emails, answering phones, managing post, ordering lunches and greeting clients and guests. All reception duties are split between the film, TV and theatre intern and the books intern.
- Weekly payment advices to be emailed to clients.

To apply, please send your CV and a brief covering email to Jem Dryer at [dhamediajob@davidhigham.co.uk](mailto:dhamediajob@davidhigham.co.uk) . You can also contact Jem 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.

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.

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

Applications close midnight Sunday 3rd November 2024.

Date of interview and start date to be mutually agreed.