



KAM AGENT'S ASSISTANT JOB ADVERT

Job Title

Agent's Assistant – Knight Ayton Management

Full time permanent role.

Job Summary

To provide support for the smooth running of a long established and leading talent Agency specialising in News & Current Affairs and Factual Clients. To provide support to the Agents and Clients. To work as part of a team in a small busy office. Strong organisational skills a necessity.

Reporting To

- Agents
- Partners Sue Ayton, Sue Knight, Helen Purvis

Role

This is an essential role, key to the day-to-day running of the business.

You will work alongside the agents at Knight Ayton and can expect privileged direct client interaction and involvement from an early stage.

You will help to deliver the best outcomes to the Company and Clients by providing practical and administrative support.

As well as our clients you will be liaising directly with a broad variety of organisations such as television and radio production companies, broadcasters, PR companies, corporate organisations, charities and many more.

The role offers opportunities to attend exciting client events and strong possibilities for career growth.

Key Responsibilities

- Deal with incoming enquiries for interviews such as news tv or radio programme appearances, one off interviews for television documentaries or newspaper reviews.
- Complete admin processes as required for client bookings.
- Responsible for collating client activities either via direct video recordings, copies of programmes from production companies and broadcasters.
- Deal with incoming press enquiries
- Support Partners with PA duties.

- Help implement marketing tools for the development and promotion of the company as a whole.
- Write entries for the company website news section
- Manage company's social media (Twitter, Instagram and Facebook) and keep company email sign off updated.
- Simple editing of videos of clients participation in programmes.
- Regularly review biographies on company website to ensure up to date

Everyone who works at KAM is expected to be flexible regarding their duties. Job Descriptions will evolve and change over time and are not exhaustive lists of what we are expected to do.

Hours and Location

The office is centrally located in Holborn, London. Closest tube stations are Chancery Lane, Holborn and Farringdon.

Office hours for the role are 0930 to 1800.

Salary

Salary negotiable

Applications

Applications Deadline 23rd June 2023. Please send a cover letter and CV to info@knightayton.co.uk

Who We Are

Knight Ayton Management has a long-established reputation, representing the country's leading broadcasters in factual television for over thirty five years.

The Candidate

The Candidate we are looking for is an enthusiastic, driven, and efficient individual. You will be part of a friendly, motivated, and supportive team.

Essential skills:

- *Working knowledge of Microsoft systems (Outlook, Word, Excel)
- *Willingness to learn and adapt to all kinds of situations
- *Ability to work under pressure and with interruptions
- *Strong attention to detail
- *Excellent administrative and organisational skills
- *Excellent time management skills
- *Experience of working in a busy office environment
- *High standards of literacy and numeracy
- *Excellent written and verbal communication skills
- *Team player with a positive attitude
- *Dynamic with a hands-on, can-do attitude
- *Honest, reliable, and hard-working

Useful but not essential

- *An understanding or any work experience within the wider creative industry or as a personal or admin assistant.