

David Higham Associates: Film, TV & Theatre Intern

The Film, TV & Theatre department at David Higham Associates has a vacancy for a 6-month part-time intern to work two days a week (preferably Tuesdays and Thursdays but can be discussed subject to the successful candidate's availability). Working hours are 9.15am – 5.30pm and we pay the London Living Wage (pro-rated).

Our office in Soho, London, will be closed due to the COVID-19 pandemic until January 2021 at the earliest. Our intern will therefore initially carry out duties remotely with handover and plenty of guidance and management given over Zoom and phone calls until such time as the office reopens. (Please note that when the office does re-open we will not contribute to travel or accommodation costs)

We're looking for an enthusiastic, focused individual with good initiative 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.

Tasks will include:

- Reading scripts and writing reports
- Preparing sales and marketing materials
- Updating and maintaining our database of submissions and contracts
- Basic contract administration
- Ad hoc research
- Photocopying, scanning, and filing contracts (when the office reopens)
- Assisting in the organisation of company open days and writer outreach initiatives
- Social Media and Messaging
- General support to the Film, TV and Theatre department as required

To apply, please email your CV and a brief covering email to Ashwini Jeyaseelan at ashwinijeyaseelan@davidhigham.co.uk. And please include mention in your covering email of where you heard about this position.

Please note that only successful applicants will be contacted.

Applications close midnight Wednesday 16th September.

Interviews will be held remotely over Zoom on Wednesday 30th September and Thursday 1st October 2020, with the position to start w/c 19th October if possible (start date reasonably flexible after that date).