

TRANSLATION RIGHTS AGENT (Maternity Cover)

Job description and specification

Established in 1935, David Higham Associates represent an outstanding range of writers of commercial and literary fiction and non-fiction, in all media and languages, and are the leading agency for children's authors and illustrators.

DHA is looking for a Rights Agent to join our dynamic Translation Team on a fixed-term contract to cover a maternity leave.

Handling a senior role in the team, you will also have line management responsibilities and contribute to strategic planning. This is the ideal opportunity for someone with experience of rights-selling to work across DHA's internationally renowned list of authors, covering adult fiction, non-fiction and Estates. The start date is early December.

The successful candidate will have significant experience of working in a rights department either at a publishing house or a literary agency. They should be determined, proactive and ambitious, with the knowledge to build and maintain excellent relationships with clients, publishers, scouts and co-agents. They will have the commercial awareness to identify sales opportunities, experience of negotiation and licensing in major markets. The role specifically handles sales into Brazil, Catalan, Poland, Portugal, Spain and Spanish in Latin America, as well as handling the prestigious DHA Estates list in all territories around the world. They will enjoy working in a team and be able to handle a high volume of work. Knowledge of a foreign language is helpful but not necessary.

Please send a full CV and cover letter, including current salary details, to Alice Howe, Rights Director (alicehowe@davidhigham.co.uk). The closing date for applications is Friday 11th September.

Interviews will take place via video call in the week of 14th September.

Responsible to: Translation Rights Director, Alice Howe

Location: Based at 6th Floor, Waverley House, 7-12 Noel Street, London W1F 8GQ. The role also requires travel to book fairs and sales trips to meet editors in your markets. **NB, the DHA office is closed until January 2021 at the earliest, due to Covid-19. We are currently working from home and no travel is expected. This is under constant review, in accordance with prevailing government guidelines.**

Hours: Full time (37.5 hours per week, Monday to Friday). Occasionally hours outside of these times may be necessary from time to time.

Salary: COMPETITIVE

JOB DESCRIPTION:

Overview

- Line Manager to Rights Executive

- Licensing translation rights into direct markets: Spain, Latin America, Catalan, Brazil, Portugal
- Licensing translation rights via co-agent: Poland
- Licensing audio rights and negotiating renewals in all markets listed above
- Estates: licensing into all markets (both direct and co-agented)
- Primary contact in team for select Book Agents

Tasks

- Management of Rights Executive: responsible for regular catch-up meetings, support, mentoring and development of RE knowledge and skills.
- Strategic planning of Translation Team submissions across all adult titles, alongside other Rights Agents and Executives
- Building commercial growth strategy for Estates across all markets
- Primary contact for Book Agents: leading regular catch-up meetings between Agents and Translation Team. Conduit for all information relating to that agent's authors and the TT to facilitate open working relationship
- Client care and communication relating to relevant markets and deals
- Submissions into territories listed above
- Negotiating deals in the territories listed above
- Managing publication process for our clients in markets listed above (including but not limited to title and cover approval, following up on marketing campaigns, communicating relevant information from UK publications to translation publishers, etc.)
- Proactive stance re: audio rights, including streaming and subscription
- Logging own deals on BP, contract checking and negotiation
- Attending book fairs
- Managing co-agents
- Managing relationship with scouts
- Communicating with Accounts to chase up outstanding payments
- Updating pub info spreadsheet (own territories), research into new publishers
- Any other duty as required by the Translation Director commensurate with the post

Essential

- Good interpersonal skills, with experience of managing external relationships and dealing with internal and external contacts at all levels.
- Able to demonstrate strong organisational, prioritisation and multi-tasking skills.
- Excellent written and oral communication skills, including a demonstrable ability to write clear, concise and accurate documents to suit a range of purposes and audiences.
- Ability to work as an integral member of a dedicated team, and to help out across the team as required.
- Motivated and passionate – open to change to improve standards and prepared when necessary to work flexibly.

Desirable

- Knowledge of a second language

- Experience of licensing classics
- Experience of working with Bradbury Philips

Equal Opportunities

David Higham Associates is fully committed to the provision of equal access and opportunity as an employer and to non-discrimination for all job applicants and employees. We seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status, or disability.

We recognise that DHA is not fully representational and as a company are working together to change this. Read our statement about diversity [here](#).

Application Details

To apply, please email your CV and a covering letter (outlining your suitability for the role with reference to the specifications above) to Alice Howe, Translation Rights Director (alicehowe@davidhigham.co.uk). Please include contact information for two referees and details of your salary and notice period (if applicable).

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