

Translation Rights Assistant (full-time)

Deadline for all applications: 25th July 2022 at 11.59pm

Salary: from £25,000 per annum, depending on experience.

Location: our offices are based in central London (Soho). You would be expected to work a minimum of four days a week in the office initially, with some working from home flexibility.

David Higham Associates is looking for a Rights Assistant to join our dynamic Translation Team on a permanent contract to work across DHA's internationally renowned list of authors, covering adult fiction, non-fiction and Estates.

This is a great opportunity for a detail-oriented and efficient candidate to become an integral part of our Translation Rights department, primarily as support to the Head of Rights but with wider departmental admin duties too. This will be a very busy role which offers the successful candidate a brilliant opportunity to develop skills in all aspects of agenting.

We are a company that takes pride in creating a supportive and collaborative environment where employees work towards individual and company goals as well as towards attaining a good level of autonomy in their roles, with training. We also offer an internal mentorship scheme to provide further guidance and development.

The role might suit an existing publishing/rights assistant or someone with solid office experience looking to move into the publishing industry. If this sounds like you, we would love to hear from you.

Responsibilities

Authors

- Reading books
- Handling enquiries about translation rights sales.
- Acting as the primary point of contact for client enquiries by telephone and email.
- Liaising with your line manager on submission lists and submission strategy. Preparing marketing materials for the same.
- Writing some submission letters and creating publication roundups
- Dealing with some rights deals independently (once training given).

Departmental and company tasks

- Helping collate our rights guides for book fairs and handling all administration around them.
- Preparing newsletters and marketing materials and updating social media

Administrative

- Providing admin support to your line manager in all areas including scheduling meetings, expenses, tracking contracts, logging deals, submissions, and publisher details on our database. Also provide admin support to the Rights Agents for selected territories.
- Liaising with clients and the accounts department on invoices/payment chasing.
- Entering contracts on a database and keeping files in clear order.
- Providing holiday cover and/or general support for other members of the team as required.
- Handling post, author copies, book orders.

Knowledge, skills, experience

Essential

- Support role experience, ideally in a related industry
- Working in an office environment
- Administrative experience including diary management, computer and database skills
- Adaptability and ability to juggle multiple projects and independently prioritise workload
- Meticulous attention to detail
- Excellent organisational and record-keeping skills
- Self-motivated and able to take initiative
- A love for books and an interest in literature in translation

Desirable

- Language skills
- Confidence working directly with internal staff at all levels, clients and outside partners
- Excellent communication skills; in-person, on the phone and on video calls
- Diplomacy, tact and discretion
- Knowledge of and passion for the publishing industry

To apply

We welcome questions relating to the job or to your application if you email us at sarahharvey@davidhigham.co.uk

Otherwise please send your CV along with a cover letter via email to Sarah Harvey (sarahharvey@davidhigham.co.uk). Please include your name in the subject line of the email. If you found this role through Creative Access, please let us know in your application. We offer expenses for travel to London to attend interviews. Please let us know if you require any reasonable adjustments during the interview process.

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.