

Literary Assistant— Furniss Lawton

Based: Central London

Reports to: Deputy Managing Director — Furniss Lawton (part of YMU Group)

About the Group...

YMU is the UK's leading management and professional services company based out of the UK and US, YMU provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists.

About the Team...

Furniss Lawton is the literary division of YMU (formerly the James Grant Group). Our clients include the Hairy Bikers, Clare Balding, Fearne Cotton and the Richard & Judy Book Club as well as novelists such as Lindsey Kelk, Matthew Reilly and S.K. Tremayne.

About the Job...

The role will be to assist and support the literary agents in the Furniss Lawton team, with a particular focus on working with Rowan Lawton and Eugenie Furniss in the effective running of Furniss Lawton. This is an exciting opportunity for someone passionate about publishing and the media to learn more about the industry and the skills necessary in managing both authors and talent clients.

The Literary Assistant is responsible for:

- General administrative support: Diary management; expenses; website management & updating; fielding phone enquiries; updating and managing databases and systems including accounting and new deal information, as well as book publication schedules; book sales tracking; ad hoc research projects; creating presentations and pitches using a range of software; liaising with colleagues in other divisions.
- Contracts & Accounts: Keeping track of contractual progress in house; creating deal memos for new deals; submitting and tracking invoices; chasing payments; sending remittance advice to clients; allocating payments correctly; tracking book delivery & publication dates.



- Creative & Editorial: Brainstorming both traditional and non-traditional book & publishing related ideas; reading manuscripts and proposals and writing editorial reports; assisting agents on structural and line edits; supporting agents in crafting and presenting pitches.

About You...

- Experience within the media industry (desirable but not essential).
- A passion for reading and other areas of the media and creative industries (such as television, social media, film, contemporary music, sport, journalism, theatre, podcasts & radio) and knowledge of contemporary publishing and media trends.
- Familiarity working in an office environment and strong experience in providing administrative support. Competency and efficiency on a range of databases and programmes including Excel, Powerpoint & Publisher.
- The candidate will be highly self-motivated, organised and efficient, with a proven track-record in prioritising tasks, time management, working to deadlines and managing their own workload effectively.
- We are looking for someone with strong communication skills who can confidently liaise with clients and build relationships both internally and externally.
- Strong writing and presentation skills.

What we offer...

- We offer a wide variety of benefits including:
- Access to flexible working conditions — we believe with performance comes freedom
- Private Medical and Life Insurance after 12 months' service
- Enhanced parental leave
- Staff equity share and bonus scheme
- Perkbox employee benefit platform