

APPLICATION INFO PACK – ASSISTANT TO FILM AND TV AGENT

Thank you for your interest in this role. You will find details about the role, the organisation and the person specification in the following pages. Before you submit your application, please read the information included here.

1. APPLICATION PROCESS

Please **complete the attached application form** and **email it with your CV** as a PDF or Word Document file to job@casarotto.co.uk to apply.

The application form will ask for the following things:

- Your personal contact information.
- Any work permit details.
- Some equal opportunities data (optional).
- Your responses to 3 questions.

The 3 questions for this role will be:

1. Why are you suited to this role? Please let us know why you feel you, both as a person and in terms of your life experience, are particularly suited to the role. (500 words max)
2. What is your understanding of an assistant's role in a writing and directing agency? (250 words max)
3. Give us a brief review of a TV series or film you have watched recently. (250 words max)

Please answer these questions within the attached application form. We are including them here so you have them for your reference, and in response to feedback from previous recent recruitment.

We will review all applicants' responses to the 3 questions and score these against the essential knowledge, experience and skills in the person specification to achieve a shortlist of people we will then invite to interview.

Candidates who currently have a valid work permit allowing them to work in the UK for the duration of this contract are welcome to apply. Unfortunately, we are unable to consider applications for this role which would require us to obtain a certificate of sponsorship or permit to work in the UK.

Please let us know if you would like further information, support with access requirements or an informal chat to find out more about the role. You can also email us if you would like to submit your application in a different format or if you experience any difficulties with the form. You can contact us on job@casarotto.co.uk.

START DATE: Mid January 2026, but willing to be flexible for the right candidate.

CLOSING DATE FOR APPLICATIONS: 10th December 2025

2. INTERVIEWS

First round interviews will take place w/c 15th December 2025. They will take place at our office on the Strand and will be with Esme Parkinson (HR Manager) and Isabella (Assistant).

There will be a second interview stage for shortlisted candidate's w/c 5th January 2026.

Second round interviews will take place at our office on the Strand with Tracy Brimm (Head of Film & TV) and Tanya Tillett (Agent).

Please note that our building has both lift access and stairs to reach our offices, and we are located on the 3rd Floor. The ground floor entrance to the building is step-free and includes a button-operated power-assisted door, and there are always staff on hand to provide help and guidance if needed. If you are invited to interview, please feel free to contact us with any access requirements you may have ahead of the meeting, we are keen to accommodate wherever we possibly can.

We will respond to all candidates within 2 weeks of the application deadline, regardless of whether they have been selected for an interview or not.

3. ABOUT CASAROTTO RAMSAY & ASSOCIATES LTD

At Casarotto Ramsay & Associates, we represent and manage many of the world's best-known writers, directors, literary properties, and below-the-line talent in film, theatre, television and new media. We also strive to welcome new, exciting and powerful voices to our client roster, and we are strongly and vocally supportive of diversity and inclusion of marginalised groups within our industries.

Agents have a key role in finding new talent and helping budding writers, directors, designers and other creatives working within the media industries to realise their talent. Agents promote the work of their clients and reach out and make connections for them within the industry. They also negotiate their contracts, help them manage their schedules and work with them to strategize and decide on next best steps. Agents also often have to trouble-shoot.

Founded in 1989, Casarotto Ramsay & Associates has not only an illustrious history, but also maintains a firm focus on the future. We are based in London but operate internationally. We are fiercely independent allowing us to represent widely celebrated talent, as well as to nurture rising stars, with individualised guidance and a personal touch.

As an agency we are conscious of our crucial role in helping shape the industry and we are committed to nurturing talent, not only in the clients that we represent but also in the people we employ. We are committed to creating a truly representative workforce within the industry and we welcome applications from all applicants with the requisite skills and passion to take on this new role.



4. ABOUT THIS ROLE

Job Title: Film and TV Assistant

KEY RESPONSIBILITIES:

This job description is a guide to the nature of the work required of the Assistant and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with their Manager.

Role Overview

Assistant to a Film and TV Agent assisting generally in the Film and TV department, you will be providing administrative support to the agent.

Main Duties

- Managing the diary and setting meetings for your manager and their clients.
- Keeping on top of a busy inbox with lots of incoming emails.
- Keeping track of contracts (circulating for signature either physically or electronically, chasing up as necessary).

Taking and fielding calls.

- Putting together Word document booking notices using information gleaned from contracts including details of payments to be invoiced.
- Organising travel/accommodation/meeting itineraries, for festivals or set visits. Proactively providing information that is needed on companies/projects in advance of meetings. Researching production companies to submit client projects when asked by agent. Tracking film and television projects and updating project information on the database.
- Ensuring that we have up-to-date details of where producers/execs currently work, and previous credits/development projects.
- Forwarding or handling festival invitations and press requests.
- Script reading and discussion on clients' work.
- Drafting emails to producers to introduce clients and their projects.
- Tweeting, updating the website, sourcing publicity and production stills as needed.
- Providing paras (short pre-written client bios) for OWA/ODAs (open writing and directing assignments) on request.
- Taking minutes in meetings occasionally.
- Updating paras and the CVs in Word doc and PDF form and uploading to the website.
- Keeping track of client 'welcome packs' (the paperwork we issue for signature to new clients when we begin representing them) and co-representation agreements, and overseeing to ensure we always get FECs (fully executed copies, ie signed by all parties) of all contracts
- Tracking and identifying talent.
- Submitting client projects to producers in collaboration with your manager - and following up on submissions.
- Updating credits and images on client pages of our website and posting Tweets where appropriate, using the house style guide and relevant hashtags (instructions available).
- Reading and reporting on material sent in for clients, reading client's work (treatments, bibles, and scripts) and sending feedback notes.
- Making enquiries with publishers/publishing agents to discover whether film/TV rights are currently available.

- Attend regular catch-ups/status update meetings with your manager, keeping a log of what we need to do with each client.
- Saving emails on clients' and producers' ACT pages (our contact information database), and ensuring that client and producer contact details are updated on ACT
- Corresponding with clients and helping them with basic queries – answering questions about whether funds have come in, if a payment has been invoiced yet, asking for a producer's email address etc.
- Working with the Finance team to keep on top of invoices
- Managing and administering client guild memberships (such as WGA/DGA/WGGB/ALCS)
- Helping with reviewing changes in drafts of contracts using Word comparison and tracked changes tools.
- Scanning and filing contracts.
- Preparing contracts for client signature (both in hard copy and via DocuSign as necessary) and ensuring that we receive fully-executed copies.

5. PERSON SPECIFICATION

Essential Knowledge and Experience

- Knowledge of and interest in the Film and TV industry.
- Computer literate, with excellent knowledge of Microsoft Office programs.

Essential Skills

- A minimum of 1 year's administrative experience in the film and TV industry.
- Strong editorial skills for reading and reporting on material either submitted for a client/client work
- Exceptional attention to detail, organisational and forward-planning skills
- Excellent interpersonal skills
- Excellent communication skills and confident telephone manner
- Ability to multi-task and work in a fast-paced office environment.

Casarotto Ramsay strives to support a creative industry that reflects and celebrates the diversity of our community, especially in supporting equal opportunities for our clients and colleagues regardless of gender, race, socio-economic background, age, disability, sexual orientation and national origin. As such we are making a concerted effort to foster an inclusive workplace culture and welcome applications from anyone with the skills and drive to support new, exciting work.

6. TERMS AND CONDITIONS

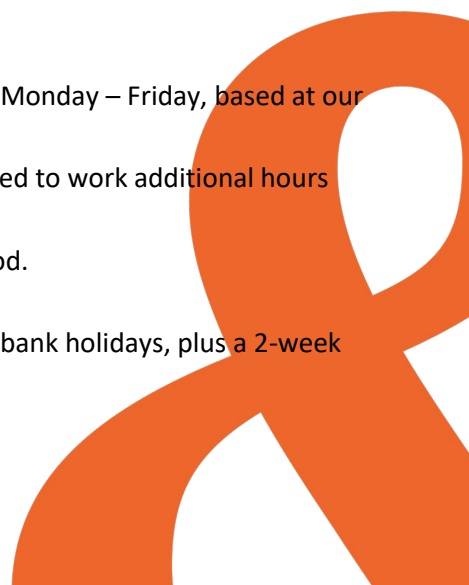
Hours: 37.5 hours per week, plus a 1 hour unpaid daily break usually 10am – 6.30pm Monday – Friday, based at our offices in London.

Due to the nature of this role some evening work will be required and you may be asked to work additional hours from time to time.

Contract: Full time, permanent, subject to 3 months' probationary period.

Starting Salary: c. £28,000 per annum, depending on experience.

Annual Leave: 20 days per annum (rising after 3 and 10 years' service.), plus bank holidays, plus a 2-week Christmas closure



Location Primarily based at the Casarotto Ramsay office in London, with the possibility of some remote working.

Pension: The company will match the contribution of the employee to a maximum of 5%

Other Benefits:

- Tickets to client productions.
- Interest free cycle to work scheme, subsidised gym membership.
- Private health insurance after two years' service.
- Travel insurance after two years' service.
- Non-contractual company bonus scheme.

