



bright AGENCY

**Job Listing: Associate  
Licensing Agent**

Art: Devin McSherry

## **The Opportunity:**

We are looking for an Associate Agent to join our growing Greetings & Gift division at the Bright Agency in a full time role, supporting the Licensing division.

## **The Role:**

- Reviewing submissions and sourcing new artists
- Maintaining and curating artist portfolios and collections
- Creating lightboxes for clients
- Sending regular new artwork updates to Art Licensing groups and clients
- Managing client artwork and design requests
- Ensuring our systems are kept up to date with all relevant project information
- Responding to requests from clients and proactively promoting artists
- Pitching, selling and closing deals across Greetings & Gift
- Managing artist's projects – attention to detail from start to completion, overseeing schedules and negotiating fees to get the best deal for the artist.
- Liaising with the Contracts department to ensure contracts are processed in a timely and effective fashion
- Invoicing regularly, following-up with artists and clients and maintaining key milestones
- Devising and creating blogs
- Creating content for weekly campaigns and working with marketing support
- Providing support with tradeshow preparations
- Attending industry events as requested
- Being a point of contact for artists, ensuring artist queries and concerns are responded to in a timely and appropriate fashion
- Being present on LinkedIn and other social media outlets

This is not an exhaustive list of duties. The need for flexibility is required and the job-holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

## **Knowledge, Skills & Experience:**

- Experience in the greetings card industry is crucial; you must have a good working knowledge of the industry, as well as understanding licensing terms and contracts
- Attention to detail essential
- Ability to self-manage your time and projects

## More Information:

The role is a full time, permanent position. Our offices are based in Clapham Junction, South London, and you may be required to attend occasional meetings and days in the office, so the ability to travel to London is essential. However, this role can also be working from home for the most part, so we are accepting applications nationwide.

Salary is dependent on experience.

As well as the opportunity to join our global award-winning organisation, Bright offers competitive benefits including pension and health insurance.

## How to Apply:

Please apply with a CV and covering letter addressed to Nicky Lander.

Please send your applications to [nicky@thebrightagency.com](mailto:nicky@thebrightagency.com) with the subject line 'Associate Licensing Agent Application'.

The applications close on Friday 28th May 2021.

Applicants must have the legal right to work in the UK.