

## SCOLAR FINE ART LTD

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Sales &amp; Marketing Assistant – Lund Humphries</b>  Full-time
<b>Department:</b>	Lund Humphries Sales & Marketing
<b>Report To:</b>	Lund Humphries Sales Manager
<b>Overall Objective:</b>	To support the Sales & Marketing team and provide general administrative assistance for the office.
<b>Key Responsibilities:</b>	<p><b>(1) Sales &amp; Marketing Assistance (60%)</b> To provide support to the Sales and Marketing Managers. Tasks will include but not be limited to the following:</p> <ul style="list-style-type: none"><li>• Processing telephone/emailed orders with our warehouse, and checking they have been correctly recorded;</li><li>• Creating straightforward sales and marketing materials using InDesign (flyers, brochures, adverts, posters);</li><li>• Laying out press releases;</li><li>• Project-managing the production of the Spring and Autumn Lund Humphries catalogues, including taking in corrections in InDesign;</li><li>• Preparing material for reps' meetings and doing follow-up;</li><li>• Managing review copies;</li><li>• Preparing for author events and book fairs and attending author events to sell books;</li><li>• Sending out and chasing up authors' Marketing Questionnaires;</li><li>• Creating banners for the Lund Humphries website and writing /creating artwork for the monthly email newsletter;</li><li>• Planning and implementing social-media campaigns, in collaboration with the Marketing &amp; Publicity manager;</li><li>• Managing our mailing, email, contact and customer lists.</li></ul> <p><b>(2) Rights Assistance (15%)</b> To assist the Sales Manager with foreign-rights sales. Tasks will include but not be limited to the following:</p> <ul style="list-style-type: none"><li>• Managing a mailing-list of foreign-language publishers to contact quarterly with our Advance Information sheets and catalogue, and organising mailings to them;</li></ul>

<p><b>Key Responsibilities:</b> (Continued)</p>	<ul style="list-style-type: none"> <li>• Creating and updating rights-sales agreements from a standard template, sending out contracts and invoices, and monitoring/chasing payments;</li> <li>• Recording rights sales for individual titles on the Lund Humphries Consonance database, and managing a spreadsheet of rights interest.</li> </ul> <p><b>(3) Administrator Role (25%)</b> To manage the office and its reception, as well as providing general administrative support to all of the Lund Humphries team. Tasks will include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>• <u>Office reception</u>: taking calls, resolving queries, receiving and looking after visitors, franking and dispatch of post and parcels, organising and managing couriers.</li> <li>• <u>Office administration</u>: managing office supplies, managing office cleaners, liaising with office management company as required, arranging for any problems with the office space to be resolved, scanning and distribution of authorised purchase-ledger invoices.</li> </ul> <p><b>Miscellaneous</b> In addition to the duties and responsibilities outlined above, the job holder will be required to perform other duties assigned by the manager from time to time.</p>
<p><b>Levels of Contact:</b> (type/with whom and frequency)</p>	<p>The Sales &amp; Marketing Assistant for Lund Humphries is expected to work with all members of the Lund Humphries in-house and freelance team, and with our reps, agents, customers and authors as required. You are expected to represent the company and/or negotiate with external suppliers and professional advisers where necessary.</p>
<p><b>Limits of Authority</b> (Inc financial)</p>	<p>The Sales &amp; Marketing Assistant for Lund Humphries is not authorised to sign off invoices.</p>

[28-11-18]