



## KLO Scouting - part-time office assistant

**Jobs** Monday, 17th February 2020

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*We're looking for a dynamic assistant with a passion for stories across multiple formats; a podcast fiend, a voracious reader and someone with a demonstrable interest in current film & TV as well as publishing trends*

### KLO SCOUTING

#### Literary Scout for TV & Film

We believe that a great story can come from anywhere, so the ideal candidate will be widely read across literary, commercial, genre fiction and non-fiction and have an interest in long-form articles.

This role does involve a significant amount of admin and organisation. The candidate must have some experience working in an office environment, be highly organised and great at implementing systems. The ability to multitask is essential, as is having excellent written and interpersonal communication skills and a good phone manner. Some previous experience working in publishing/film & TV is not necessary but would prove useful, especially if the candidate has experience writing reader reports and assessing the viability of manuscripts for screen.

We strongly encourage people of all backgrounds, races, genders and abilities to apply.

The job includes:

- Updating our internal database with new titles and key info
- Organising our tracking systems and ensuring clients have the materials they need
- Rights checks
- Research (helping to source material for specific briefs and for individual screenwriters and directors)
- Writing reader reports analysing a manuscript's potential for screen
- Diary management around busy periods, eg scheduling book fairs

Please note the job is part-time for 3 days per week. It's a freelance contract of four months initially but with scope to extend. We're flexible and the relevant person would only need to be in our Hackney Wick office 2 days per week.

Ideal candidate would be able to start at the end of March.

**Salary:** £1,300 per month (3 days per week)

Interested candidates can send a CV and cover letter to [assistant@kloscouting.com](mailto:assistant@kloscouting.com) by 23rd Feb. In your cover letter please tell us, briefly, about one recent book, film or TV show you've loved and one you didn't (and why!) You will also be asked to complete a sample reader's report.



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