

**Rights Assistant, Egmont Publishing
Fixed-term contract**

Egmont UK is part of the Egmont Group; Europe's largest children's publisher telling stories through books, magazines, film, TV, music, games and mobile in 30 countries throughout the world. The Egmont Group is also the proud publishing partner of some of the world's leading children's character brands including, Disney, Winnie-the-Pooh, Star Wars, Minecraft, Tintin, Mr Men, Barbie, Thomas & Friends, Lego and Teletubbies to name a few! www.egmont.co.uk

The dynamic and passionate Egmont Rights department is recruiting for an enthusiastic and organized Rights Assistant to join their team on a 10 month fixed term contract.

Your role will include arranging book fair and trip schedules for the team including booking travel and appointments, taking responsibility for ensuring advance and follow-up materials are sent to key customers, and communicating effectively with internal departments to ensure consistently high levels of service for external customers.

You will collate and produce regular reports on schedules and budgets, track and record each stage of a submission and provide support to ensure that all deals are efficiently serviced. You will also co-ordinate licensed product internal approvals and file queries, feed rights sold information into the annual frontlist and backlist catalogues and work with the royalties team to ensure renewals are monitored and processed in a timely fashion. This role also involves providing general administrative support to the team.

To be considered for this role you will need proven, excellent organizational and planning skills and an ability to prioritise, multi-task and use your initiative. You will need to be able to communicate effectively with customers and colleagues at all levels, and you must have a strong talent for customer service and good attention to detail. International Sales/Foreign Rights experience and knowledge of foreign languages would be an advantage but are not essential. Above all you must be enthusiastic about children's publishing!

If you would like to join the exciting world of children's publishing at Egmont, please download an application cover sheet from our website www.egmont.co.uk and send with your CV, to recruitment@euk.egmont.com or write to Recruitment, Egmont UK Limited, The Yellow Building, 1 Nicholas Rd, London, W11 4AN. Please ensure you state clearly which position you are applying for.

Strictly No Agencies

Closing date: 10th March 2017