

## **Business Affairs Manager**

We are a successful Creative Agency working with a vast range of global charities from Amnesty International to WWF. We work directly with our clients and offer a unique service from campaign planning to creative concepts, script writing, shooting and editing. We produce short and longer form TV commercials and a variety of digital films for our clients, you can find us at [dtvgroup.co.uk](http://dtvgroup.co.uk)

DTV is a vibrant agency with a friendly and welcoming vibe, owned and run by the people who started it. Our offices comprise three barges moored at Holborn studios on Regents Canal and a Creative department within the main studio complex.

You'll be a vital part of the Studio Traffic team, reporting to Michael, our Traffic Manager and working alongside Francis, our Studio Manager.

### **Where are you now?**

Agency – You could be at an agency working as a tv administrator?

Freelancer – Maybe you are a Business Affairs freelancer who would like a contracted job for the year?

### **Who are we looking for?**

Someone who is experienced in TV administration and licensing.

This is a 12-month maternity cover contract and you'll need to be able to start in November/December this year.

You'll be the main point of contact for the whole agency for all clearance, distribution, footage and royalty-free licensing. Also to maintain the company's renewals records, and to have regular weekly catch ups with producers' teams to stay on top of ongoing and new campaigns.

### **What knowledge and experience will you need?**

- There will be a few weeks' cross over with our Jade (the one going on maternity leave,) but you'll be managing the workflow after that, so you'll need to bring good knowledge and experience of the issues involved
- You'll need a few years' experience in TV admin who feels comfortable being the main point of call for all clearance, playout and most licensing, so you'll need to know exactly how we make sure we stay compliant
- You'll also know about managing voiceovers and music, so you can deputise for our Creative Producer when she's on holiday

- You will need business affairs experience at senior level, pro-actively keeping our Producers in the loop with any new rules and issues that come up and having credibility as our agency expert.

### So, what are the main responsibilities?

- Liaising with Editors for shot lists, advising Producers on quotes, purchasing and making available all stock footage, managing renewals log and creating diary alerts for renewals.
- Purchasing and licensing royalty-free music once Producers advise on client approval. And the same for composed music when Annabelle is on holiday. E.g. making track, license & invoice available to the Producer team, and send to Accounts
- Keep up to date records
- Managing internal renewals logs for the agency
- Placing playout orders with IMD Cloud for all DTV TV and Radio playouts
- Managing all global TV, radio and cinema clearance from script to final
- Manage producers' expectations with regards to playout, instructions and clearance deadlines
- Liaise with Broadcasters when late copy is going through
- Managing Caria rotation instructions for a selection of clients
- Liaise with the traffic team on all deliveries and on the 'End of month board'
- Regular Producer team meetings to run through ongoing and new projects
- To deputise for Annabelle, our Creative Producer, when she's on holiday, you'll need to know how to manage business affairs for voiceovers and music, including sending Producer/Creative briefs for VO's to agencies and negotiating costs. Negotiating royalty-free tracks with the agent and then recorded and updating internally.

### What skills will you need to shine?

We'll provide training on the way we do things at DTV, but you'll need to bring your proactive and team-minded approach. Also:

- **Project management** - Very important, especially as you will be managing the clearance for all of the agency's clients. Ability to multitask between different projects and be organised.
- **Good communication and relationship-building** – essential as we work with many suppliers (media agencies/IMD the distribution company/Clearcast), clients and internally between different departments.
- **Fundraising experience** – not essential but it would be good for you to understand the charity sector we operate in.

### And what will you get out of this?

- We have fairly flexible working hours, generous holiday allowance and a lot of fun.
- Supportive and friendly team
- This is a brilliant opportunity to be part of not just a fast-growing agency in an exciting market, but an agency that is a world leader in fundraising DRTV.

Find us on Instagram @dogsofdtv to meet the furrier members of our team