



FIERY ANGEL LIMITED – POSITION AVAILABLE

Job Description: Licensing & Commercial Coordinator

Fiery Angel Ltd - a prominent West End based theatrical production company - are looking for a personable and enthusiastic individual to join the company in this newly created position, who is keen to learn and develop their existing skill set within the scope of international and domestic theatrical licensing, touring and commercial exploitation.

The Licensing & Commercial Coordinator will provide support across Fiery Angel's portfolio of productions and theatrical brands - including our work in the pre-school theatre sector - in order to ensure the efficient negotiating and administering of international licensed productions, potential live broadcast and domestic touring schedules and further ensuring the company maintains an effective working relationship with local partners and underlying rights holders across all territories.

This new post would suit a former theatrical agent and or someone with a good understanding of commercial theatre. Training and support will be provided.

Person Specification

Essential

- At least one year experience working in commercial theatrical/arts/ entertainment
- Proven experience of business to business client account management and relationship skills - able to manage, inspire and development business with existing clients
- Solid organisational and planning skills
- Ability to prioritise and multi-task in a busy office
- Basic understanding of royalty income structures
- Numerate with a sound understanding of Microsoft Word, Excel and PowerPoint
- Excellent communication skills: both written and spoken along with attention to detail and administrative efficiency
- Ability to work collaboratively as part of a team and as a motivated individual
- Educated to degree level or equivalent

Desirable

- Agency or business affairs experience with an understanding of the power of an IP
- Experience of touring or international booking and the negotiation of venue agreements
- Knowledge of theatrical production process and international touring
- Good knowledge of global theatrical marketplace and industry contacts

Key Responsibilities

- Act as initial point of contact for licensing inquiry vetting potential partners and gathering all required details for informed negotiations in brand and category presentations.
- Support the Producers and Licensing Consultant in ensuring that the agreement process is correctly managed from initial inquiry to final execution
- Support the Producers in the booking of UK tours including venue negotiation and contract administration
- Liaising with relevant agents, licensees and production partners once an agreement is in place
- Liaising with all licensees, underlying rights owners and producing partners to ensure required business, production, merchandising, and marketing approval obligations are fulfilled
- Maintain database of active productions
- Chase external licensees for royalty reports when required and assist in generation of royalty remittances
- Administrate contracts and general paperwork
- Coordinate licensing meetings and working sessions
- Support the Producers in the investigation of potential future projects and rights acquisitions from publishers and studios

Hours/Holiday

Full time Monday to Friday 9.30am – 6pm with some evening work expected and occasional overnight stays away from home (including overseas).

Holiday: 20 days per annum (pro-rated where applicable) plus public holidays

Term

Full time following initial 3 month review period

Salary

Negotiable based on experience

Applications

To apply, please send a CV and covering letter **(including current salary level)** to: mail@fiery-angel.com