

**Junior Acquisitions Executive – Off the Fence London**

As the Junior Acquisitions Executive, you will work closely with the Head of Acquisitions & the Marketing Manager, assisting in various tasks as detailed below.

**Acquisitions**

The Junior Acquisitions Executive you will work closely with the Head of Acquisitions to acquire the rights to a broad range of factual programming and in addition, will help manage OTF’s key producer clients and liaise with other departments, where necessary.

Duties shall include but are not limited to:

* Entering programme information into OTF’s rights database system.
* Critically evaluating programmes for the international marketplace.
* Running and editing submissions reports.
* Sending out producer sales reports.
* Assisting to acquire content for a new confidential VOD platform.
* Researching new production companies.
* Participating in producer meetings with the Head of Acquisitions.
* Staying on top of industry press to identify new trends and opportunities.
* Managing diaries and travel in preparation for television markets.
* Sending out renewal requests to producers.
* Account handling certain producers upon guidance and approval from the Head of Acquisitions

**Marketing**

The Junior Acquisitions Executive will also from time to time assist with all marketing-related activities including online, event-planning, internal and external communications and promotional material design.

**Travel**

You will be required to travel occasionally and will be trained to master the company’s internal systems and software.