



HARRISON PARROTT

JOB DESCRIPTION

Title:	Artist Coordinator Vocal
Reporting to:	Director and Associate Director of Vocal
Salary range:	£24,500 - £28,000 dependent on experience
Basis:	35 hours per week, permanent role.
Location:	Hybrid role, with remote working options. London office is based in Somerset House.
Closing date:	23.59pm Sunday 28th May 2023

About us

This is an opportunity to join a well-established and respected artist and project management agency at an exciting time of expansion.

Innovation, expertise and responsiveness have been the hallmarks of HarrisonParrott ever since its foundation in 1969 when Jasper Parrott and Terry Harrison pioneered a new approach to artist and project management and today, that restless and challenging spirit is as strong as ever.

We have more than 70 employees who speak over 11 European languages as well as Japanese, Mandarin, Cantonese, Russian and Korean. We have offices in London, Munich, Paris and Madrid, and while our main focus is classical music, we also work with other art forms, including ballet and theatre, and have an in-house boutique agency, Polyarts, that manages artists from a wider range of music genres.

We seek people who match our ambition and who are keen to play a key role in the future of the Arts.

Job purpose

The successful candidate will need to be a highly effective and efficient administrator with a keen eye for detail. You will need to deliver accurate, timely and comprehensive logistical support to a range of HP's singer clients alongside travel arrangements, meeting planning and general admin requirements within the Vocal Team.

You will be expected to deliver exceptional service, consistency, and support in your role at all times, anticipate needs, address concerns and resolve problems as or when they arise professionally, confidently and efficiently.

Key relationships

Vocal team, Artist Coordinators, Marketing.



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Key Accountabilities

General Artist administration

- Record all information and updates on engagements, dates, venues, fees, rehearsals and performance times on our Overture, our diary system.
- Co-ordinate rehearsal schedules, call times, working sessions with directors/conductors, auditions.
- Check repertoire details including versions/editions, language, cuts, dialogue.
- Identify requirements well in advance for all work permits and visas, and ensure completion of all necessary applications
- Consider the detailed requirements for practise rooms, backstage requirements, complimentary tickets, dress code/costume fittings, interviews/press activities necessary to all engagement and put all detailed arrangements in place accordingly.
- In liaison with clients and presenters, arrange national and international travel, and check final issue of tickets and all details.
- Discuss and source suitable hotels and short-term accommodation for each engagement, and make reservations
- Arrange any necessary local transport, such as airport transfers and travel between airports, accommodation or venue
- Finalise all details relating to the timing and running order of each engagement and provide detailed schedule (including travel/accommodation information as relevant) to the artist on a timely basis

Contracts

- Log, scan and check contract terms on receipt against agreed terms of engagement and update on diary system
- Process and monitor the issuing, signing and finalisation of contracts
- Assist in the administration of any contracts which are non-specific to engagements, such as recording contracts

Financial administration

- Ensure financial information on artist diary system is maintained (including amounts to be charged to promoter for travel and accommodation) and outstanding fee negotiations followed up on a timely basis
- Review promoter invoices and monthly commission statements to ensure correct and complete
- Liaise with promoters and HP accounts department regarding Social Security payments, tax waivers and withholding tax arrangements
- Process incoming royalty statements and other correspondence relating to monies received by HP
- Keep track of and ensure timely payment of artists' fees, and check deductions of tax, social security and any other charges by promoters
- Assist artists in completion of tax returns by supplying comprehensive and complete details and by liaison with their personal accountants.



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Press and PR

- Source and present reviews of recordings and performances, obtaining foreign reviews where relevant
- Maintain biographies, discographies and repertoire lists, ensure webpages are up-to-date and materials are distributed as required and reproduced accurately by promoters
- Maintain promotional materials of all artists and negotiate permissions to use recordings for promotional use
- Generally assist Artist Manager in preparation and distribution of sales materials
- Take charge of HPVocal's Twitter feed and general online presence with daily updates and news items.
- Take responsibility for the monthly highlights mailout and all other departmental announcements to our contacts.

Benefits

- 25 days of paid holiday per year (pro-rated) in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December.
- Company Pension Scheme.
- Annual ticket allowance for HarrisonParrott artist events.
- Employee Assistant Programme.
- Plus, Somerset House residents benefits:
 - I love Covent Garden Card
 - Northbank Privilege Card
 - Corporate rate at Waldorf Fitness First
 - Community membership rates at King's College Gyms
 - Covent Garden Physio – Introductory rate. 10% off

Additional Information

We are an equal-opportunity employer and value diversity. We welcome applicants from all backgrounds.

Completed **applications are to be sent to hr@harrisonparrott.co.uk** and must include a copy of your CV, completed application form and equal opportunities form.



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PERSON SPECIFICATION

To be successful in this role you must possess solid organisation skills, be a highly resilient team player, adaptable to constant change and able to prioritise competing demands in a positively challenging and dynamic environment. The ability to work to tight deadlines, remain calm under pressure and solution-focused is essential.

Demonstrating that you are a good and willing team player with knowledge of and passion for classical music management will offer a distinct advantage.

Skills and Experience:	Essential:	Desirable:
High level of accuracy, attention to detail.	✓	
Ability to manage and prioritise a large number of varied tasks with multiple deadlines.	✓	
Be quick, efficient and able to work under pressure	✓	
Excellent communication skills, both written and verbal	✓	
Excellent IT skills	✓	
Fluent in English (written and spoken)	✓	
A good knowledge of and active interest in classical music	✓	
Experience of handling international Visa applications		✓
Experience in a relevant and related area of the classical music business and/or in a dynamic client services environment (within travel, arts, government, legal environments).		✓
Experience in scheduling and organising extensive travel arrangements.		✓
Music degree		✓
Working knowledge of at least one additional modern language (fluency in German will be a particular advantage)		✓