



HARRISON PARROTT

JOB DESCRIPTION

Title:	Artist Coordinator
Reporting to:	Artist Management
Salary range:	£24,000 - £28,500 dependent on experience
Basis:	Full time, Monday – Friday office based
Location:	London: The Ark Hammersmith
Closing date:	15 th May 2018

About us

This is a truly unique opportunity to join an award-winning 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. Today, that restless and challenging spirit is as strong as ever, shared across one of the most experienced teams in the business.

We have more than 60 employees who speak a total of 11 European languages as well as Japanese, Mandarin, Cantonese, Russian and Korean. With offices in London, UK, and Munich, Germany, we operate on a truly global scale. 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 pro-active drive and ambition with a can-do attitude, who are excited about playing a key role in the future of the Arts on a global scale.

Job purpose

Due to expansion and internal promotions, we require additional support in the logistics focused Operations Team. You will be a highly effective and efficient administrator able to ensure accurate, timely and detailed planning and delivery of international engagements (concerts, touring and recording activities) for a select number of HarrisonParrott artists (Conductors and Instrumentalists).

Ensuring exceptional service consistency and personal assistance to artists at all times, anticipating needs, addressing concerns and resolving issues as and when they arise in a professional, confident and efficient manner.

Key relationships

Artist Coordinators, Artist Managers, Associate Marketing Manager.



Key accountabilities

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Artist administration

- Maintain the computer diary of each artist and finalise details of each engagement.
- Collate and complete/update recording of information on dates, venues, fees, times of rehearsals and concerts.
- Co-ordinate rehearsal orders, call times, meetings with conductors.
- Check repertoire details including versions/editions, language, string strengths and instrumentation.
- Decide requirements for work permits and/or visas, and make the necessary applications where necessary.
- Decide detailed requirements for piano, page turner, piano tuning, complimentary tickets, dress requirements, interviews/press activities etc necessary to the engagement and make suitable arrangements.
- Arrange artists national and international travel and accommodation, check final issue of tickets, arrange any necessary local transport, such as collection from airport, transfers between hotel and venue.
- Finalise all details relating to the timing and running order of each engagement and provide final detailed schedule (including travel/accommodation information as relevant) to the artist.

Contracts

- Check contract terms, ensure fee negotiations are finalised, process and manage the issuing and finalisation of contracts.
- Assist in the administration of contracts which are non-specific to engagements, such as recording and TV contracts, music directorships

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 incoming monies.
- Keep track of and ensure timely payment of artists' fees, and check deductions of tax, social security etc. by promoters.
- Assist artists in completion of tax returns by supplying comprehensive and complete details, liaison with accountants etc.

Press and PR

- Assess and present reviews of recordings and performances, obtaining foreign reviews where relevant
- Identify and submit to the Marketing team copy for company website news, including the weekly news
- Maintain (as directed) biographies, discographies and repertoire lists, ensure updated on web site and otherwise distributed as required and reproduced accurately by promoters
- Maintain files containing artists photographs and other press material
- Order promotional recordings and distribute as required
- Generally assist in preparation and distribution of sales material

General

- Assist in maintaining relationship with artist, including attending rehearsals and performances as required and through regular written and telephone communication with artist.
- Collate and formulate reports and schedules for record companies etc



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Benefits

- 25 days of paid holiday per year 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.
- Life assurance: 3 x annual salary.
- An interest free season ticket loan.
- Annual ticket allowance for HarrisonParrott artist events.
- On-site shower facilities.
- On-site gym, free to use

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.

An initial telephone interview may be possible if you are currently living outside the UK. Please note the essential requirements listed below when completing your application.



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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:	Assessment method:	
			Application:	Interview:
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	✓		✓	✓
Educated to at least undergraduate degree level	✓		✓	
Music degree		✓	✓	
Excellent IT skills	✓			✓
Proficiency in Microsoft Outlook		✓		✓
Fluent in English (written and spoken)	✓		✓	✓
Working knowledge of at least one additional modern language (fluency in German will be a particular advantage)		✓	✓	✓
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).	✓		✓	
PA Experience		✓	✓	
Experience of scheduling and organising extensive travel arrangements.	✓		✓	✓
Experience of handling international Visa applications		✓	✓	✓
A good knowledge of and active interest in classical music		✓	✓	✓
