



**HARRISON PARROTT**

## JOB DESCRIPTION

Title:	Artist Coordinator/PA
Reporting to:	Director and Associate Director of Vocal
Salary range:	£24,000 - £28,000 dependent on experience
Basis:	Full time, Monday – Friday
Location:	London: The Ark Hammersmith
Closing date:	Friday 18 <sup>th</sup> May 2018

### About us

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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 and Paris, 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

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Due to expansion of our activities, we require additional support within the Vocal team. The successful candidate will need to be a highly effective and efficient administrator with a keen eye for detail. In addition to fulfilling the role of PA to the department, including planning of the Director and Associate Director's business travel and meetings and taking charge of the team's general admin needs, you will need to be able to deliver accurate, timely and comprehensive logistical support to a range of HP's singer clients. You will need to deliver exceptional service, consistency and support to our clients at all times, anticipate needs, address concerns and resolve problems as and when they arise in a professional, confident and efficient manner.

### Key relationships

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Vocal team, Artist Coordinators, Marketing.



## HARRISON PARROTT

### Key accountabilities

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#### General Artist administration

- Collate and complete/update recording of information on dates, venues, fees, times of rehearsals and performances
- Co-ordinate rehearsal schedules, call times, meetings with conductors, working sessions with directors/conductors
- Check repertoire details including versions/editions, language, cuts, dialogue.
- Identify the requirements for work permits and visas, and make all necessary applications
- Consider the detailed requirements for piano, page turner, piano tuning, complimentary tickets, dress code/costume fittings, interviews/press activities necessary to the engagement and make suitable arrangements
- In liaison with artists arrange national and international travel, and check final issue of tickets
- 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 accommodation and 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

#### PA support

- Provide comprehensive PA support to the Director and Associate Director including all practical arrangements for business trips, meetings and preparation of associated notes and materials
- Assist the department's managers in sending, managing and filing of engagement-related correspondence and departmental administration
- Take detailed phone messages as necessary
- Assist in generally maintaining relationship with artists through regular written and telephone communication.

#### Contracts

- Check contract terms on receipt against original terms of agreement and update on diary system
- Process and monitor the issuing, signing and finalisation of contracts
- Assist in the administration of 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.

#### Press and PR

- Source and present reviews of recordings and performances, obtaining foreign reviews where relevant
  - Maintain (as directed by Artist Manager) 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 with daily updates and news items
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## Benefits

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### **HARRISON PARROTT**

- 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

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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](mailto: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.



## HARRISON PARROTT

### PERSON SPECIFICATION

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To be successful in this role you must possess solid organisation skills, be comfortable as part of a team but be able to work alone and on own initiative. Be adaptable to change and be able to prioritise competing demands in a challenging and fast-moving environment. The ability to work to tight deadlines, remain calm under pressure and to find solutions 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:
Knowledge of classical music	✓		✓	✓
Ability to work quickly and efficiently in an organised and methodical manner with keen attention to detail	✓			✓
Ability to write clearly and elegantly	✓			✓
Team player	✓		✓	✓
Patient, polite and diplomatic	✓		✓	
Excellent telephone manner	✓		✓	
Proven ability to multi-task, prioritise workload and remain calm under pressure	✓			✓
Proficiency in Microsoft Outlook	✓			✓
Knowledge of Microsoft Word, Excel and good IT skills	✓		✓	✓
Education to Degree level, or equivalent	✓		✓	✓
Proven ability of event organisation, whether amateur or professional A keen interest in the Arts		✓	✓	
Knowledge of other language(s)		✓	✓	

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