

## JOB DESCRIPTION

Title:	Artist and Special Projects Manager: Polyarts
Reporting to:	CEO Polyarts and Senior Manager Polyarts
Salary Range	£30,000 - £35,000, dependent on experience
Basis:	Full time
Location:	London
Closing date:	Sunday 14 <sup>th</sup> October 2018

### About us

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Polyarts is a boutique international artist management agency with a strong specialised team, offering a high quality and personalised service. It works with artists of all musical genres and backgrounds and across a wide a range of styles and genres, offering support and guidance, and enabling them to develop the most advantageous paths for their careers.

Through its partnership with HarrisonParrott, Polyarts works closely with festivals, venues, orchestras and a range of other organisations to offer a complete, tailored service - from booking and general management to sponsorship, Label relations and marketing. Polyarts also manages special projects linked to the fusion of different artforms, styles and ideas related to music and the arts.

Overall aim is to see the Company grow exponentially within the years 2019- 2021 and this role is a key part of the team.

### Job purpose

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The primary function of the Artist & Special Projects Manager is to sell, develop, promote, and manage all aspects of the careers of a varied list of artists and projects. This role is a key part of the Polyarts team, crucial for its overall growth.

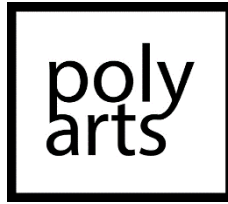
Ensuring exceptional service consistency and personal assistance to artists and Project Clients at all times, anticipating needs, addressing concerns and resolving issues as and when they arise in a professional, confident and efficient manner.

The Artist Manager should be responsible for all day to day activity and strategy of their artists and special projects and take a proactive approach to constantly search for opportunities across Live, Publishing, Recording, Synch, Sponsorship and other beneficial partnerships for their artists.

Reporting to: CEO Polyarts with a dotted line to the Senior Manager Polyarts.

Side projects: This role also will maintain a small percentage of time allocation to working on

- KODO project (2%) with Director of Touring
- New Business projects (5%)- with the caveat that only 1-3 annual projects should be undertaken with clear incremental revenue potential.



## Key relationships

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CEO Polyarts, Executive Chairman HarrisonParrott, Director of Touring, HarrisonParrott and Polyart Senior Management Team, Senior Artist Coordinator, and Artist Coordinator

## Key accountabilities

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### Sales

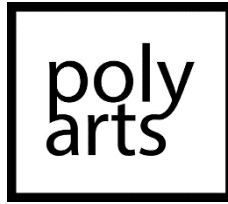
- Establish and build relationships with promoters/orchestras on a weekly or daily basis- clear sales leads should be achieved regularly.
- Sales calls on a daily basis
- Travel sales trips 3-5 times per year
- Clearly plan and implement sales for each of your artists alongside the Senior Manager Polyarts. Procure and negotiate engagements to implement agreed sales strategy.
- Current roster: 4-6 artists and booking of 5 -10 orchestral projects as company develops.
- Regular Sales targets should be set by yourself and developed/ approved with Senior Manager/ CEO Polyarts
- Aim to increase commission per artist and project by 10-20% on an annual basis. Constantly push results and initiatives to improve financial results per artist and projects.
- Non Polyarts -work on Kodo sales (2% of time)

### Career Planning

- Develop and maintain relationships with labels, publishing, sponsorship to further artists careers
- Show initiative in planning sales targets and strategies for your artists and implementing these plans
- Act as a key point of contact with assigned artists and handle requests independently while keeping team in the loop – responsible for all meeting/ sales update documents /agendas for artists.
- Work proactively (ie always putting forward initial recommendations) with Director(s) and Senior Staff on the formulation of a strategic plan of performances, recordings and (where relevant) MD positions for the development of an artist's career (including repertoire, venues, orchestras etc).
- Maintain awareness of the progress of an artist's performance through concert attendance, reading reviews and discussion with the artist and promoters and provide internal progress reports, briefings and management career projections.
- Oversee the maintenance of computer diary of each artist and finalise details of each engagement and have all artist information on the tip of your tongue
- Check repertoire details including versions/editions, language, string strengths and instrumentation.
- Oversee requirements for work permits and/or visas, and make the necessary applications where necessary.
- Oversee detailed requirements for piano, page turner, piano tuning, complimentary tickets, dress requirements, interviews/press activities etc necessary to the engagement and make suitable arrangements.

### Contracts

- Negotiate/advise on contract terms, ensure fee negotiations are finalised, process and manage the issuing and finalisation of contracts.
- Ensure there is effective liaison with the Accounts department on all matters relating to timely accounting to artists, commission, and tax arrangements.
- Assist in the administration of contracts which are non-specific to engagements, such as recording and TV contracts, music directorships



#### Financial administration

- Ensure with Coordinators 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. You are responsible for the Finances of your artist and for achieving set targets.
- 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.
- Oversee - Process incoming royalty statements and other correspondence relating to incoming monies.
- Oversee/Keep track of and ensure timely payment of artists' fees, and check deductions of tax, social security etc by promoters.

#### Marketing and PR

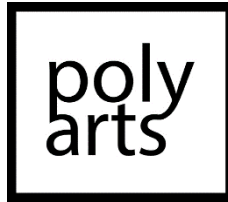
- Work on presentations and make sure external materials, are up to date as well as artists pages, documents, biographies.
- Work on regular mailouts and webnews items to promote your artist's achievements and inform presenters, venues, orchestras and achieve conversion to sales and sales leads
- Manage Coordinators to ensure that the below tasks are completed on a regular basis:  
Assess and present reviews of recordings and performances, obtaining foreign reviews where relevant.
- Identify and submit copy to the Marketing Manager for company website news, including the weekly news, biographies, discographies and repertoire lists and ensure accurate reproduction by promoters.
- Maintain and distribute artist's photographs, press material and promotional recordings as required
- Deliver entrepreneurial opportunities for Polyarts in areas of digital promotion
- Maintain a high degree of current working knowledge on global music, entertainment and consumer brand digital marketing campaigns; acting as Polyarts specialist in this area. Read up and inform yourself regularly
- Create and manage digital marketing strategies for artists and project campaigns. This includes developing an ongoing calendar of digital communications across every customer touch point.
- Where necessary consult with and support other artist managers on digital marketing.

#### Business Development:

- Be alert to opportunities for collaborations, connections, and links between Polyarts and HarrisonParrott artists and projects
  - The projects undertaken for HP 1-3 per year where incremental revenue to the company can be achieved.
- Branding and brand partnerships for Polyarts artists
- Develop proposals for potential project partners and consultancies and the monitoring of those already contracted

#### Artists & Repertoire:

- Responsible for Some signing or project evaluation to be approved by Senior Manager/ Director.



## Benefits

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- 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

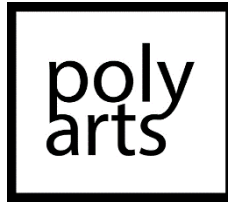
## Additional Information

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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.



## PERSON SPECIFICATION

Skills and Experience:	Essential:	Desirable:	Assessment method:	
			Application:	Interview:
Proven experience and competency in managing artists including strategic career planning, sales and marketing, and contract negotiation, or directly comparable and relevant experience in an alternative area of the classical music business.		✓	✓	✓
High level of accuracy, attention to detail.	✓		✓	✓
Solid organisation skills.	✓		✓	✓
Ability to manage and prioritise a large number of varied tasks with multiple deadlines.	✓			✓
Educated to at least undergraduate degree level or equivalent.	✓		✓	
Excellent IT skills		✓		✓
Proficiency in Microsoft Outlook		✓		✓
Prior experience in a relevant and related area of the music business		✓	✓	✓
Digital Marketing Experience	✓		✓	✓
Knowledge of Consumer Brand Entertainment Sponsorship Sector		✓	✓	
Excellent knowledge of and active interest in music.		✓	✓	