

JOB DESCRIPTION

Title:	Senior Artist, Touring & Operations Coordinator -Polyarts
Reporting to:	CEO Polyarts/ Senior Manager Polyarts
Salary range:	£27,500 - £32,500 dependent on experience
Basis:	Full time (35hrs)
Location:	London: The Ark Hammersmith
Closing date:	Sunday 11 th November 2018

Job purpose

Focusing on accurate, timely and detailed planning and delivery of international engagements (concerts, touring and recording activities) including, where relevant, associated press and media activity for a range of artists. To support Polyarts' team in developing the international careers of a list of multi –genre, multi faceted artists and Orchestral projects (Jazz, pop, classical, Electro), liaising directly with promoters, artists and associated professional parties including e.g. record companies, PR representatives. 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.

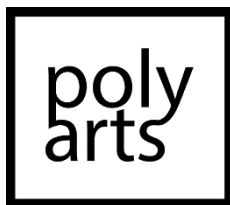
This role will also need to ensure the effective and timely planning, organisation, contracting, budgeting, scheduling and logistical arrangements for a selection of tours and projects

There will be varying degrees of involvement in sales or management activity for some artists which will increase where possible over time and depending on experience and development. To progress in this areas requires delivery to deadlines, flexibility, organisation, attention to detail, diligence and a clear awareness of procedures and precedents in a rapidly changing market, together with consequences and implications of all activities.

Key accountabilities

Artist & Orchestral project 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 (Producers/ Artists/ Venues)
- Administer 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 tech riders or piano, page turner, piano tuning, complimentary tickets, dress requirements, flowers, 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, checkin times, payment schedules, negotiate rates, ensure smooth flowing
- 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.

Touring

- For certain artists the coordinator will need to work alongside a tour manager in setting up tours (booking flights/ working on profit and loss / budgets etc

Contracts

- Process and monitor the negotiation, issuing and finalisation of contracts
- Check contract terms, ensure fee negotiations are finalised, process and manage the issuing and finalisation of contracts.
- Administer and assist in the administration of contracts which are non-specific to engagements, such as recording and TV contracts, music directorships, Publishing, Production to be approved by SMT

Artist management

- Assist and support Artist Managers /SMT with regard to sales efforts on behalf of shared artists; and in maintaining relationship with artist, including attending rehearsals and performances as required and through regular written and telephone communication.
- Depending on preferences this role can also take on one or two smaller artists for management/ booking

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 (with Manager sign off) to ensure correct and complete. Send commission statements to artists and explain accordingly.
- 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.
- Support SMT in working on Financial forecasts, commission reports per artist etc

Press and PR

- Pro-actively seek out, assess and present reviews of recordings and performances, obtaining foreign reviews where relevant. Also interviews and other press articles



(including physical and digital media); circulate these to artist, local managers, record company, PR etc.

- Identify and take responsibility for actively ensuring regular and timely updates of artists' and project pages on Polyarts website in collaboration with the Marketing team, including copy for company website news and the weekly news (prepare Webnews updates)
- Social media – support on social media for the roster
- 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
- Some admin support to the CEO may be necessary from time to time

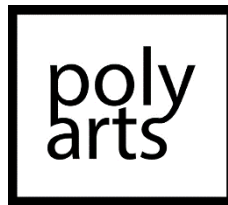
Benefits

- The post carries 25 days of paid holiday per year pro rata in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December.
- After 3 months of continuous employment the post holder will automatically be enrolled into the Company's Pension Scheme.
- Life assurance: 3 x annual salary.
- An interest free season ticket loan is available upon request after completion of 3 months employment.
- On-site gym, free to use
- On-site canteen
- Annual ticket allowance for HarrisonParrott artist events.

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 before/on the closing day specified 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

To be successful in this role you must possess excellent organisation skills, experience with Excel sheets, budgets, invoices and planning, be a mature, highly resilient team player with the ability to work on your own initiative, adaptable to constant change and able to prioritise competing demands in a positively challenging and dynamic environment. You will need to be used to dealing with various stakeholders at different levels and will be dealing directly with talent. 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 the classical music industry and possessing a degree (or equivalent) in law or languages 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, autonomous	✓			✓
Excellent communication skills, both written and verbal	✓		✓	✓
Educated to at least undergraduate degree level	✓		✓	
Law degree		✓	✓	
Music degree		✓	✓	
Excellent IT skills	✓			✓
Proficiency in Microsoft Outlook (Excel) and presentations/ Powerpoint etc	✓			✓
Fluent in English	✓		✓	✓
Working knowledge of at least one additional language		✓	✓	✓
Prior experience in a relevant and related area of the music business		✓	✓	
Experience of working within the commercial music industry		✓	✓	
PA Experience		✓	✓	
Experience of scheduling and organising travel arrangements and some touring	✓		✓	✓
Previous experience in Music industry	✓		✓	✓

