



HARRISON PARROTT

JOB DESCRIPTION

Title:	Artist Manager (Japanese speaker)
Reporting to:	Associate Director: Artists / Executive Chairman
Salary range:	£28,000 - £32,500 dependent on experience
Basis:	Full time / part time / flexible hours. This is a fixed-term 1 year Maternity contract
Location:	London: The Ark
Closing date:	Sunday 23rd June 2019
Interviews:	Week 24 th June 2019

Job purpose

The primary function of the Artist Manager is to develop, promote and manage the careers of a varied list of classical music artists (conductors and instrumentalists), working in close collaboration with one or more of the company's Directors, and generally provide support to the company's business in Japan. The Artist Manager's list will include at least two artists currently represented within Japan as well as internationally, and for whom Japanese should be the primary means of communication for activities within Japan.

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 accountabilities

Career planning

- Act as a key point of contact with assigned artists.
- Work with Artist Manager(s) 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.
- 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.



HARRISON PARROTT

Sales, marketing & PR

- Establish and build relationships with promoters/orchestras.
- Contribute to and support the general marketing strategy and effort.
- Procure and negotiate engagements to implement the agreed career plan strategy for artists.
- Assistance as needed with all Japanese business (artists and touring) where knowledge and fluency in Japanese is essential.
- 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.

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 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.

Other

- Organise HP staff business trips to Japan

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 (including all classes).



HARRISON PARROTT

Additional Information

Completed applications are to be sent to hr@harrisonparrott.co.uk before the closing date/time 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: This role does not meet the UK Government requirements for visa sponsorship.

PERSON SPECIFICATION

To be successful in this role you must be able to demonstrate that you are pro-active with excellent negotiation skills, have a thorough knowledge of classical music and a sound understanding of the classical music business. Knowledge of and/or connections with international level performers, orchestras, venues, festivals and recording companies will offer a distinct advantage.

We are looking for a highly resilient team player who is adaptable to change and able to prioritise competing demands in a positively challenging and dynamic environment.

Skills and Experience:	Essential:	Desirable:	Assessment method:	
			Application:	Interview:
Professional level fluency, both written and spoken in English and Japanese	✓		✓	✓
Proven experience and competency in managing classical music 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		✓	✓	
Music degree		✓	✓	
Excellent IT skills		✓		✓
Proficiency in Microsoft Outlook		✓		✓
Prior experience in a relevant and related area of the classical music business		✓	✓	
PA Experience		✓	✓	
Experience of scheduling and organising travel arrangements		✓	✓	✓
Excellent knowledge of and active interest in classical music, including repertoire.		✓	✓	✓



HARRISON PARROTT