



HARRISON PARROTT

JOB DESCRIPTION

Title:	Senior Artist Manager
Reporting to:	Director: Artists / Executive Chairman
Salary range:	Competitive
Basis:	Full time
Location:	London: The Ark
Closing date:	1 st July 2019

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 70 employees who speak a total of 11 European languages as well as Japanese, Mandarin, Cantonese, Russian and Korean. With offices in London, UK, Munich, Germany, and Paris, France 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 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.



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Job purpose

We are looking for a senior, internationally experienced artist manager with at least 5-8 years' experience in the field. This role will involve front line responsibility for the strategic management of a portfolio of instrumentalists, conductors and possibly composers – being the primary contact point between them and international orchestras, festivals and other presenters, record companies, PRs and other senior industry executives. In particular we are looking for someone who has deep knowledge and understanding and experience of the US market and stand-alone general management skills.

This senior manager will have primary responsibility for devising, alongside each artist, and where appropriate with other industry professionals, the various strategies necessary for each artist's worldwide career development: i.e. will be responsible for delivery of what needs to be done, when and how, and in liaison with whom – covering strategic marketing, sales, negotiations of fees, rights and conditions, PR, digital and print media and all aspects of an artist's worldwide career development.

The successful candidate will also demonstrate a good level of commercial / broad business awareness, and will be able confidently to participate in/contribute to the development of HP's broader portfolio of activities including cultivation of new geographical markets, international touring of orchestras and ensembles, consultancies, promotion, shared risk ventures and other entrepreneurial activities.

This senior manager may also be responsible for effective management of one or more Assistant Artist Manager/s working in support; and will proactively ensure effective and dynamic liaison with one or more Supervising Manager/s where relevant.

Key relationships

Artist Coordinators, Artist Managers, Touring Team, Associate Directors, Directors, Marketing and Communications Manager, Finance Team (including CFO) and COO & General Counsel.

Key accountabilities

Career planning

- Act as a key point of contact with assigned artists.
- Work with Director(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.
- Working with the Assistant Artist Managers and Artist Co-ordinators to ensure they:
 - 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.



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- 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.
- With strategic guidance and input from Directors where necessary to formulate strategic touring plans, sales of tours and longer-term strategy for clients (including advice on territories, repertoire, venues, soloists etc) with a particular focus on developing the US market for clients.
- Manage and accompany tours to the US (with assistance from the Touring team) including proposing, negotiating and concluding deals, financial management and budgeting, and all other aspects involved with touring complex, high-profile organisations.
- Identify and recruit both new client signings (established and developing) and potential new employees.

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.
- Negotiate/advise on contract terms for consultancy contracts with specific emphasis on the touring part included in the consultancy if included.

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.
- Ability to produce accurate projections, budgets and other financial information in order to ensure both the Company's finance team and artists/orchestras are fully informed.

Sales, marketing and 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 and orchestras.
- Assess and present reviews of recordings and performances, obtaining foreign reviews where relevant.



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- 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.
- Assistance as needed with other parts of the business and other specific projects where expertise is required (artists and touring).
- Advise artists/orchestras on their marketing, PR and digital strategies to complement their musical identity.

Strategy, business development and entrepreneurship

- Work with Directors to help define and deliver strategic objectives, for example, identifying targets, gaps in the roster, trends in the industry and developments in global territories with particular responsibility for being the business's US specialist advisor on new halls/festivals/promoters.
- Develop tools to maximise effectiveness i.e. sales presentations, reports, new ways of presenting artists, orchestras and projects.
- Identify possible new projects for the wider company.
- Act as an ambassador for the company

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).

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.



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PERSON SPECIFICATION

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

Along with 2+ years' experience in an Artist Management role, 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:
Proven experience (minimum of 5+ yrs) 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 with specific demonstrable experience in and knowledge of the US market.	✓		✓	✓
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 music business		✓	✓	✓
PA Experience		✓	✓	✓
Experience of scheduling and organising travel arrangements		✓	✓	
Excellent knowledge of and active interest in classical music, including repertoire.		✓	✓	
