



HARRISON PARROTT

Harrison Parrott Work Experience Programme 2019

Reporting to:	Artist Management team
Basis:	2 Week Placement, Monday – Friday office based
Location:	London: The Ark Hammersmith
Closing date:	Thursday 11 th July 2019

About us

This is an amazing opportunity to experience working at 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, and Russian. 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 boutique 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.

The Programme

You will be provided with opportunities for work shadowing and gain experience across various aspects of Artist Management including but not limited to assisting the Artist Coordinators with maintaining the computer diaries of artists, researching travel and accommodation for HP artists, assess and present reviews of performances and recordings.

Our internship programme is for all, we welcome applicants from all back grounds. We are an equal opportunity employer.



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What to Expect

To gain comprehensive and useful insight into the world of Artist Management. To experience the different components that contribute to Artist Coordination and Administration working alongside dedicated supportive professionals.

Placements will offer successful candidates the opportunity to gain comprehensive and useful insight within a dynamic environment, learn about the business from our highly experienced staff, and a general overview of how we operate within the arts industry

Key Areas of Work

- **Artist Coordination** – Maintaining computer diary of artists, finalising details of engagements, collating recording of information on dates, venues, fees etc.
- **Research** – Visa requirements, travel and accommodation arrangements for artists
- **Administration** – Assess and present reviews of recordings and performances of artists

PERSON SPECIFICATION

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.	✓			✓
Fluent in English.	✓		✓	✓
Excellent IT skills, proficiency in the Microsoft Office suite	✓		✓	✓
Excellent communication skills, both written and verbal	✓		✓	✓
A good knowledge of and active interest in classical music		✓	✓	✓

To Apply: Please send your CV, along with the Application Form and Equal Opportunities Monitoring form to hr@harrisonparrott.co.uk