



HARRISON PARROTT

JOB DESCRIPTION

Title:	Personal Assistant
Line Manager:	Jane Brown
Reporting to:	Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director.
Salary Range:	£25,000 - £30,000
Location:	London office based
Closing Date:	Sunday 15 th September 2019

About us

This is an amazing 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 75 employees who speak a total of 11 European languages as well as Japanese, Mandarin, Cantonese, Russian and Korean. With offices in London, UK, and Munich, Germany, 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.

Job purpose

A role to pro-actively support Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director and assisting 3-4 senior employees to manage their extensive travel schedules, diary management and general business administration matters. You will constantly be one step ahead, with excellent organisation skills and considerable attention to detail. A high level of professional and personal confidentiality and discretion will be essential.

Key relationships

Chairman, COO & GC, CFO, EA team and Artist Coordinators

Key accountabilities

Personal Assistant

Travel arrangements

- Research and book complicated, ever-changing international travel arrangements across multiple time zones and at the last minute in an efficient and cost-effective way.



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- Book all accommodation, local transfers, concert and event tickets for the Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director.
- Prepare detailed travel itineraries and meeting schedules, for Jane Brown, Director, George Bruell, Director, Ed Milner, Associate Director.
- Coordinating and compiling briefings for meetings on trips, for Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director.
- Maintain key external contact records, actively ensuring travel/contact time is prioritised effectively across the year, for Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director.
- Ensure the travel log is maintained accurately and identify efficiencies where possible, for Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director.

Communications and secretarial

- Manage effective communications on behalf of Jane Brown, Director, George Bruell, Director, Ed Milner, Associate Director and act as a persuasive and loyal ambassador both internally and externally.
- Ensure effective diary management (outlook) and planning for upcoming key dates (performances, significant events and personal dates), for Jane Brown, Director, George Bruell, Director, Ed Milner, Associate Director.
- Manage incoming and some outgoing telephone calls, acting as an efficient and confident gatekeeper, for Jane Brown, Director, George Bruell, Director, Ed Milner, Associate Director.
- Extensive inbox management for Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director, responding to internal and external emails on their behalf.
- Drafting correspondence, meeting papers and reports, note taking and minute taking, for Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director.
- Ensuring Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director follow up on key action points in a timely efficient manner.
- Prepare expense claims and analyses and reconcile with credit card statements on a timely basis.

General

- Conducting background research on a project by project basis
- Preparation for meetings along with meeting and greeting guests
- Liaise with the Office Administrator to organise catering arrangements for meetings as required, for Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director.
- In liaison with the IT team, ensure all devices (laptop, iPad, mobile phones etc) are updated with relevant software, documents and records and fit for purpose, for Jane Brown, Director, George Bruell, Director and Ed Milner, Associate Director.
- Any additional duties required, relevant to the position and as the role develops.

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.



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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 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

With previous PA experience, a pro-active 'can do' attitude and a keen eye for detail, you will be able to hit the ground running dealing with people at the highest level in the arts world.

Skills and Experience:	Essential:	Desirable:	Assessment method:	
			Application:	Interview:
Solid organisation skills with a 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.	✓			✓
Excellent communication skills, both written and verbal. Fluent in English. Strong written communication skills required.	✓		✓	✓
Excellent IT skills with proficiency in Microsoft Office packages.	✓			✓
Experience of scheduling and organising extensive travel arrangements	✓		✓	✓
A good knowledge of and active interest in classical music.	✓		✓	✓
Educated to undergraduate degree level (ideally in Music, Arts Management, related fields)		✓	✓	
Experience in a relevant and related area of the classical music business and/or in a dynamic client services environment (within travel, arts, government, legal environments).		✓	✓	
Experience of handling international Visa applications		✓	✓	✓
Working knowledge of at least one additional modern language (fluency in French or German will be an advantage)		✓	✓	✓
