



HARRISON PARROTT

JOB DESCRIPTION

Title:	Personal Assistant
Reporting to:	Executive Chairman
Line Manager:	Katya Kazakevich – Artist and Projects Manager
Salary range and basis:	£25,000 - £30,000per annum - full time permanent role
Location:	London office based
Closing date:	27 th October 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, 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 brand new pivotal role, to pro-actively support the Executive Chairman in managing his time and communications at a senior level. You will constantly be one step ahead, forward thinking and must love being relied upon as a true right-hand support to a charismatic, impressive high-profile individual. A high level of professional and personal confidentiality and discretion will be essential and a degree of flexibility to work outside usual office hours will be required.

Jasper Parrott's role as Executive Chairman embraces the following:

- Chairing and leading the Board including Non-Executives.
- Active in initiating and developing some touring projects in collaboration with the Head of Tours.
- New business acquisition and creation of business concepts (principally projects, consultancies, and some talent-scouting for artists) and exploring business expansion.
- Directly managing specific projects (in a "main mentor/visionary" role) – but this need not be for all new business ideas Jasper brings into the company.
- Developing new strategic business relationships and collaborations; particularly in new markets, other arts productions.
- Directly managing a limited number of artists and acting as supervising manager for artists.
- Main lobbyist for the Company, spokesperson in a national and international arena, and formulator of Company policy.



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Key relationships

COO and GC, CFO, Directors, Associate Directors, Managers, PA's, Touring and Projects teams.

Key accountabilities

- 1:1 Executive assistant support to Jasper Parrott.
- Acting as a strong, confident gatekeeper to limit distraction on matters on which other Directors and senior staff can take the lead, and plan ahead.
- Ensuring the Jasper follows up on key action points in a timely efficient manner.

Communications, contacts and research

- Manage effective communications on behalf of Jasper and act as a persuasive and loyal ambassador both internally and externally.
- Oversee effective diary management for Jasper, managing invitations and planning for upcoming key dates (incl. performances, significant events).
- Extensive, proactive and forward planning of Jasper's meeting papers, reports and note taking.
- Extensive and full inbox management (responding to internal and external emails on Jasper's behalf).
- Liaise with board members – building excellent relationships with other internal and external global collaborators, clients and artists. Achieve and maintain an appropriate level of access to key movers and shakers in the music business (and arts and commerce more generally).
- Maintain key external contact records, actively ensuring Jasper's time is prioritised effectively across the year.
- Coordinate and compile briefings for meetings on business trips shared with line manager.
- Maintain and develop personal Twitter activity, drafting regular blog articles.
- Drafting correspondence, papers (including in additional languages).

Board secretariat

- In collaboration with the Managing Director, coordinate quarterly Board and Executive meeting agendas, paper circulation and minute taking.
- Follow through from meetings to ensure all necessary internal communication and briefing, and delegated responsibilities understood.

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.



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Additional Information

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

With extensive EA/PA experience at a senior level you will be able to hit the ground running dealing with people at the highest level in the arts world, government agencies and corporates. Providing the highest standard of overall business support, the ability and desire to thrive in an incredibly busy and high pressure environment, and the warmth and emotional intelligence to support the Executive Chairman with finesse.

Shorthand/speed typing skills would be a considerable asset for the efficient downloading of notes and briefings.

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. Unflappable in working to deadlines.	✓			✓
Excellent communication skills, both written and verbal. Fluent in English. Strong written communication skills required.	✓		✓	✓
Educated to at least undergraduate degree level (ideally in Music, Arts Management, Politics related fields)	✓		✓	
Excellent IT skills with proficiency in Microsoft Office packages.	✓			✓
A high level of linguistic ability with (more or less) fluency in at least two other languages with preference for German and French.		✓	✓	✓
At least 3 years EA and/or PA Experience at a senior level.	✓		✓	
Experience of scheduling and organising extensive travel arrangements	✓		✓	✓
Experience of handling international Visa applications		✓	✓	✓
Line Management experience		✓	✓	✓
Knowledge of, networks in, and a passion for classical music management		✓	✓	✓
