



## JOB DESCRIPTION

Title:	Sales & Project Manager: Attractions Polyarts & HarrisonParrott
Reporting to:	CEO Polyarts + SMT depending on projects
Salary Range	Competitive dependent on experience
Basis:	Full time
Location:	London
Closing date:	9:00am Monday 27th January 2020

### About us

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**Polyarts** is an ambitious boutique management agency, successfully representing artists and projects on the cutting edge of contemporary (pop, jazz, electro), film, gaming, visual arts, tech, and new classical music.

We represent visionary artists whose commitment to developing new music and art knows no boundaries with an aim to reach and build new and younger audiences.

Polyarts has a no size fits all approach to talent management. Our specialist and knowledgeable team has created a home for artists who dare to be curious through unique genre or art- blending careers.

We constantly adapt to the fast-moving musical climate around us, exploring new ideas and current trends. Our highly motivated and flexible team develops and successfully implements ground-breaking projects across the world.

### HarrisonParrott Tours

We develop and deliver tours and residencies for a host of prestigious clients across classical and world music, dance and theatre. Our geographical reach spans every continent, and we have a particular expertise working in emerging markets. We also ensure each tour helps achieve our client's strategic objectives, creating lasting impact at home and abroad. For venues and festivals, we help source exciting programming and content that compliments their artistic vision and audience development.

### Job purpose

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The primary function of Sales & Project Manager is to attract, sell, develop, promote, and manage all aspects of a new series of special projects linked to tech, film and multi-genre orchestral. This Manager will be responsible for the development of a new area of Business linked to all areas of the HarrisonParrott Group, pulling in projects from various areas.

This role will be a key part of the Polyarts / HarrisonParrott Tours team.

The Manager will be responsible for sales for a number of new projects and take a proactive approach to constantly search for opportunities across international contacts.

Ensuring exceptional service consistency and personal assistance to Project Clients/ artists at all times, anticipating needs, addressing concerns and resolving issues as and when they arise in a professional, confident and efficient manner.

### Key relationships

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CEO Polyarts, Executive Chairman HarrisonParrott, Director of Touring, HarrisonParrott and Polyarts Senior Management Team, Senior Artist Coordinator, and Artist Coordinator and Production/Logistics Free lance staff.



## Key accountabilities

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### Sales

- Full responsibility for successfully booking Projects internationally with anything from 20-80 bookings a year depending on projects – clear annual KPIs will be set per project.
- Established relationships with promoters/orchestras across Europe and US/Canada, ASIA, LATAM and clear knowledge on who to contact for different projects (commercial or less commercial)
- Regular Travel sales / Conference attendance where appropriate (APAP, ISPA, IAMA, LAO, BSO etc)
- Clearly plan and implement sales for projects alongside the Senior Manager Polyarts. Procure and negotiate engagements to implement agreed sales strategy.
- Aim to surpass sales targets. Constantly push results and initiatives to improve financial results per projects.
- Responsible for leading on Budgeting of offers/ tech / overview of projects in liaison with teams and clients
- Maintain and distribute Project Marketing, promotional and press material as required.
- Assistance as needed with other parts of the business and other specific projects where expertise is required (artists and touring).
- 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 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 with impeccable presentation, communication and interpersonal skills

### Strategy and Longterm Development of roster

- Plan sales targets and strategies for projects and implementing these plans
- Develop the roster in liaison with Management to take on the most successful and high impact projects in the market and identify most successful projects as well as taking more complex projects to full fruition
- Put in to place a review system to evaluate the development and roll out of projects alongside management
- Carefully manage client relationships alongside Management to ensure longterm and successful partnerships and ensure retention of client base.
- Be alert to opportunities for collaborations, connections, and links between Polyarts and HarrisonParrott artists and projects
- Develop proposals for potential project partners within your area in liaison with Management
- Responsible for some signing or project evaluation to be approved by Management

### Operations/ Logistics Management

- Negotiate/advise contract terms, ensure fee negotiations are finalised, process and manage the issuing and finalisation of contracts with the coordinators
- Be the Project Lead and See through projects from start of the engagement to the delivery overseeing the team in all aspects from Planning, Contract Negotiation, Marketing to Production and Logistics.
- Ensure there is effective liaison with the Accounts department on all matters relating to timely accounting to artists, commission, and tax arrangements.
- Oversee inhouse and freelance teams where appropriate per project
- Working with the logistics teams and coordinators be fully on top of the above as well as:
  - Oversee/ manage Insurance/ Visa needs /tax need in liaison with team
  - Oversee all orchestral details via the team – ie repertoire details including versions/editions, language, string strengths and instrumentation.
  - Oversee requirements for work permits and/or visas, and make the necessary applications where necessary.
  - Ensure Legal/Financial requirements are met



### **Financial administration**

- Responsible for leading on Budgeting of offers/ tech / overview of projects in liaison with teams and clients
- Responsible for correct budgeting of projects/ financial models
- 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.
- Oversee/Keep track of and ensure timely payment of artists' fees, and check deductions of tax, social security etc by promoters.

### **Marketing/ Sales and PR materials**

- Work on presentation packs (marketing/ Sales/ Tech) make sure external materials, are up to date as well as Project pages, documents, biographies, tech riders, budgets etc
- Work on regular mailouts and webnews items to promote project's achievements and inform presenters, venues, orchestras and achieve conversion to sales and sales leads
- Work in liaison with project PR/Marketing teams (inhouse /Freelance or Client's) to ensure projects are well promoted

### **Benefits**

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- 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

### **Additional Information**

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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](mailto: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.



## PERSON SPECIFICATION

Skills and Experience:	Essential:	Desirable:	Assessment method:	
			Application:	Interview:
Proven experience and competency in selling / booking artists and projects internationally, with experience in strategic planning, sales and marketing, and contract negotiation, or directly comparable and relevant experience in an alternative area of the music /Tour / Attractions/ Entertainment business. Proven International contacts in Music, Attractions, Touring projects across the Globe.	✓		✓	✓
High level of accuracy, attention to detail.	✓		✓	✓
Budgeting experience	✓			✓
Ability to manage and prioritise a large number of varied tasks with multiple deadlines and demanding clients and partners	✓			✓
Educated to at least undergraduate degree level or equivalent.	✓		✓	
Management of teams	✓			
Excellent written and IT skills	✓			✓
Proficiency in Microsoft Outlook	✓			✓
Prior experience in a relevant and related area of the music business	✓		✓	✓
Digital Marketing Experience	✓			✓
Excellent Presentation skills	✓		✓	
Excellent knowledge of and active interest in music.		✓	✓	

Professional/impeccable presentation and interpersonal skills, entrepreneurial, adaptable, high energy, highly motivated, autonomous and team player, impeccable work ethic, ready to always go the extra mile.

Ready to Travel frequently where appropriate to conferences or with clients.