



JOB DESCRIPTION

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| Title: | Artist Coordinator Polyarts |
| Reporting to: | Artist Management |
| Salary range: | £22,000 - £26,000 dependent on experience |
| Basis: | Full time, Monday – Flexible working |
| Location: | London: Somerset House |
| Closing date: | 11.59pm Sunday 17th October 2021 |

About us

Polyarts is a 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.

Polyarts is part of the HarrisonParrott group.

Job purpose

You will be a highly effective and efficient administrator able to ensure accurate, timely and detailed planning and delivery of international engagements (concerts, touring and recording activities) for a select number of Polyarts artists/projects.

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

Creative and 360 approach needed for this role and all roles within Polyarts who work in a 360

management style covering all aspects of an artist's career.

Key relationships

CEO Polyarts, Polyarts Artist and Senior Artist Managers, Marketing Manager, Artist Coordinators, HP Finance Team, HP Legal team

Key accountabilities

Artist/Project administration

- Maintain the computer and online diaries of each artist/project and finalise details of each engagement for Live, Synch, Sponsorship, Recording or other activities
- 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 (where appropriate).
- Check repertoire details including versions/editions, language, string strengths and instrumentation (where appropriate).
- Decide requirements for work permits and/or visas, and make the necessary applications where necessary.
- 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.
- Maintain artist/project hospitality and technical riders- ensuring all aspects are delivered for each engagement.
- Arrange artists (and accompanying touring party, where applicable) 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. This can be for Live, sponsorship, synch, recordings etc
- For Composers work with team to deliver Film scores/ synchs/ commissions etc

Contracts

- Check contract terms, ensure fee negotiations are finalised, process and manage the issuing and finalisation of contracts.
- Assist in the administration of contracts which are non-specific to engagements, such as recording and TV contracts, music directorships, publishing contracts and deal memos.

Financial administration

- Ensure financial information on client diary systems are 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 client fees, and check deductions of tax, social security etc. by promoters.
- Assist clients in completion of tax returns by supplying comprehensive and complete details, liaison with accountants etc.

Press / PR/Marketing/ Social Media

- Assess and present reviews of recordings and performances, obtaining foreign reviews where relevant
- Identify and submit to the Marketing team copy for company website news, including the weekly news
- Maintain (as directed) biographies, discographies and repertoire lists, ensure updated on web site and otherwise distributed as required and reproduced accurately by promoters
- Maintain files containing artists photographs and other press material
- Order promotional recordings and distribute as required
- Generally assist in preparation and distribution of sales material and promotion packs
- Assist in maintaining artist/client project pages, checking latest riders and project information is available for download.
- Support on social media for your artists as well as press packs/ marketing packs
- Support on Youtube channel management for certain artists (ie Mari Samuelsen, Eimear Noone)

General/Sales

- Assist in maintaining relationship with artist/clients, including attending rehearsals and performances as required and through regular written and telephone communication with artist.
- Collate and formulate reports and schedules for record companies etc
- Support management with briefings and packs for sales purposes.

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.
- Annual ticket allowance for Harrison Parrott artist events.

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.

PERSON SPECIFICATION

To be successful in this role you must possess solid organisation skills, be a highly resilient team player, adaptable to constant change and able to prioritise competing demands in a positively challenging and dynamic environment. The ability to work to tight deadlines, remain calm under pressure and solution focused is essential.

Demonstrating that you are a good and willing team player with knowledge of and passion for classical music management will offer a distinct advantage.

| 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. | ✓ | | | ✓ |
| Be quick, efficient and able to work under pressure | ✓ | | | ✓ |
| Excellent communication skills, both written and verbal | ✓ | | ✓ | ✓ |
| Educated to at least undergraduate degree level | ✓ | | ✓ | |
| Music degree | | ✓ | ✓ | |
| Excellent IT skills | ✓ | | | ✓ |
| Proficiency in Microsoft Outlook | | ✓ | | ✓ |
| Fluent in English (written and spoken) | ✓ | | ✓ | ✓ |
| Working knowledge of at least one additional modern language (fluency in German will be a particular advantage) | | ✓ | ✓ | ✓ |

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| 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). | ✓ | | ✓ | |
| PA Experience | | ✓ | ✓ | |
| Experience of scheduling and organising extensive travel arrangements. | ✓ | | ✓ | ✓ |
| Experience of handling international Visa applications | | ✓ | ✓ | ✓ |
| A good knowledge of and active interest in classical music | | ✓ | ✓ | ✓ |