



## HARRISON PARROTT

### JOB DESCRIPTION

<b>Title:</b>	Executive Assistant.
<b>Reporting to:</b>	You will be reporting to and supporting <b>Jasper Parrott</b> Executive Chairman HarrisonParrott, <b>Moema Parrott</b> Executive Chairman Polyarts, President HPFrance, and <b>Associate Directors</b> .
<b>Salary range and basis</b>	£40,000 - £45,000 per annum - <b>full time working hours 35 hours</b> per week temporary (3-6 months) to permanent role.
<b>Location:</b>	<b>Hybrid role, with remote working options.</b> London office is based in Somerset House.
<b>Closing date:</b>	<b>Sunday 15<sup>th</sup> May 2022</b> <i>Please note: We will be reviewing applications and CV'S on application, due to this the role may close earlier.</i>

### About us

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This is a truly unique opportunity for an exceptional multi-lingual Executive Assistant 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 60 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 and Paris, France and Madrid, Spain 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

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A 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.



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- 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.

This role will also pro-actively provide EA support to Moema Parrott (President, Polyarts and France), along with assisting the team of Associate Directors on general administration matters reporting through Katie Cardell-Oliver, Associate Director and Ed Milner, Associate Director.

### **Key relationships**

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Executive Chairman, NED, COO & CFO, Associate Directors, Board of Directors, Senior Management Team, EA, Touring and Projects teams.

### **Key accountabilities**

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

### **Executive Chairman - 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.
- 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.
- Maintain and develop personal Twitter activity, drafting regular blog articles.
- Develop and nurture deep knowledge and connections with major movers and trends in the wider arts world.
- Pro-actively research and provide briefings or presentations on topics of interest to Jasper.
- Drafting correspondence, papers (including in additional languages).
- Occasional travel, as appropriate, may be required for the role.



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### Board secretariat

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

### 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.
- Book all accommodation, local transfers, concert and event tickets as required.
- Prepare detailed travel itineraries and meeting schedules.
- Coordinating and compiling briefings for meetings on trips.
- Maintain key external contact records, actively ensuring travel/contact time is prioritised effectively across the year.
- Ensure the travel log is maintained accurately and identify efficiencies where possible.
- Prepare expense claims and analyses and reconcile with credit card statements on a timely basis
- Any additional duties required, relevant to the position and as the role develops.
- Maintaining key contact records.

### Benefits

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- 25 days of paid holiday per year (pro-rated) 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.
- Annual ticket allowance for HarrisonParrott artist events.
- Employee Assistant Programme.
- Plus Somerset House residents benefits:
  - I love Covent Garden Card
  - Northbank Privilege Card
  - Corporate rate at Waldorf Fitness First
  - Community membership rates at King's College Gyms
  - Covent Garden Physio – Introductory rate. 10% off



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### 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 and others with finesse.

Shorthand/speed typing skills would be a considerable asset for the efficient downloading of notes and briefings as well as a deep knowledge of what technological packages are available to assist not only this role but the Executive Chairman.

Skills and Experience:	Essential:	Desirable:
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.	✓	
A high level of linguistic ability with (more or less) fluency in at least one other language with preference for French or German.	✓	
Excellent IT skills with proficiency in Microsoft Office packages.	✓	
At least 5 years EA and/or PA Experience at a senior level, preferably in a creative music environment.	✓	
Experience of scheduling and organising extensive travel arrangements, especially involving last minute changes and decisions.	✓	
Experience of handling international Visa applications.	✓	
Line Management experience.		✓
Knowledge of or a committed desire to learn all about classical music management.		✓
Educated to at least undergraduate degree level.		✓

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