



HARRISON PARROTT

JOB DESCRIPTION

Title:	Associate Artist Manager
Reporting to:	Artist Management
Salary range:	£29,000 - £33,000
Basis:	Full time, Monday – Friday / 35 hours per week hybrid working in office and at home working
Location:	London: Somerset House
Closing date:	23.59 pm Sunday, 12th March 2023

About us

This is a truly unique opportunity to join an award-winning artist and project management agency. 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 by a three-generation team including many of the most experienced and respected managers in the business.

We have more than 80 employees with over 18 different mother tongues, including Japanese, Mandarin, Cantonese and Russian. With offices in London, Munich, Paris, and Spain with colleagues based in Holland and Beijing, we work on a truly global scale. Our vocal department, with its fine roster of over 60 singers, is highly regarded and active throughout the world.

While our main focus is classical music and the international management of performing artists, we also like to work in arts disciplines, including dance, touring, opera and theatre, and our Polyarts brand manages artists from a wider range of musical genres.

Job purpose

Due to expansion and internal promotions, we require additional support in our Conductors and Instrumentalists team. 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 HarrisonParrott artists (Conductors and Instrumentalists).

Ensuring exceptional service consistency and personal assistance to 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

Artist Coordinators, Artist Managers, Senior Managers, ADs and the finance team.



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Key accountabilities

Administration

Artist administration

- Maintain the computer diary of each artist and finalise details of each engagement.
- 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.
- Check repertoire details including versions/editions, language, string strengths and instrumentation.
- 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.
- Arrange artists 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.

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

Financial administration

- 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.
- Process incoming royalty statements and other correspondence relating to incoming monies.
- Keep track of and ensure timely payment of artists' fees, and check deductions of tax, social security etc. by promoters.
- Assist artists in completion of tax returns by supplying comprehensive and complete details, liaison with accountants etc.

Press and PR

- 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



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Relationship Management and Sales

Career Planning

- Act as a key point of contact with assigned artists.
- Work with Artist Manager(s) on the formulation of a strategic plan of performances, recordings and (where relevant) MD positions for the development of an artist's career (including repertoire, venues, orchestras etc).
- Maintain awareness of the progress of an artist's performance through concert attendance, reading reviews and discussion with the artist and promoters and provide internal progress reports, briefings and management career projections.
- Maintain the computer diary of each artist and finalise details of each engagement.
- 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.
- Check repertoire details including versions/editions, language, string strengths and instrumentation.
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- 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.

Sales, Marketing & PR

- Establish and build relationships with promoters/orchestras.
- Contribute to and support the general marketing strategy and effort.
- Procure and negotiate engagements to implement the agreed career plan strategy for artists.
- Assess and present reviews of recordings and performances, obtaining foreign reviews where relevant.
- Identify and submit copy to the Marketing Manager for company website news, including the weekly news, biographies, discographies and repertoire lists and ensure accurate reproduction by promoters.
- Maintain and distribute artist's photographs, press material and promotional recordings as required.

General

- Assist in maintaining relationship with artist, 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
- Arrange travel trips for your Line Manager.



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Benefits

- 25 days of paid holiday, 5 days are used for the 2-week end-of-ye closure period.
- Company Pension Scheme (after 3 months).
- Employee Assistance Programme.
- Annual ticket allowance for HarrisonParrott artist events.
- 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.

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

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:
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	✓	
Excellent IT skills	✓	
Fluent in English (written and spoken)	✓	
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 scheduling and organising extensive travel arrangements.	✓	
A good knowledge of and active interest in classical music	✓	
Experience of handling international Visa applications		✓
Educated to at least undergraduate degree level		✓
Music degree		✓
Working knowledge of at least one additional modern language (fluency in German will be a particular advantage)		✓