



HARRISON PARROTT

JOB DESCRIPTION

Title:	Receptionist, Office administration and Facilities Intern
Reporting to:	Associate Director: People and Operations
Salary range:	London Living Wage (£11.95 per hour – working 35 hours per week)
Basis:	Full time 1 year internship contract. Working 5 days a week in the office 9-5pm
Location:	London Somerset House
Closing date:	23.59pm Sunday 18 th June 2023

About us

This is an opportunity to join a well-established and respected 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 and today, that restless and challenging spirit is as strong as ever.

We have more than 70 employees who speak over 11 European languages as well as Japanese, Mandarin, Cantonese, Russian and Korean. We have offices in London, Munich, Paris and Madrid, and 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 ambition and who are keen to play a key role in the future of the Arts.

Job purpose

This is the perfect opportunity to get your future started! As part of a busy team, you'll work with the Associate Director: People and Operations and HR and Operations Coordinator to deliver the service levels we're known for. We have a track record of helping internships gain a wealth of knowledge and experience that sets them up for future success.

The right person for this varied role will be committed, flexible, motivated and always driven to provide good customer service. As an Intern, you'll get exposure to all aspects of the business whilst working as a Receptionist, Office administration and Facilities Intern.



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Key relationships

FINANCE, DIRECTORS AND SERVICE PROVIDERS

Key Accountabilities

Receptionist

- Distributing incoming post and preparing & despatch all outgoing post
- Answering the HP landline and fielding & directing calls as appropriate
- Booking of meeting rooms, set up and clearing away of items needed for meeting
- Arranging couriers & taxis as needed
- Replying to emails from the reception & info inbox forwarding to the correct person when needed
- Obtaining & administering weekly staff whereabouts on OT
- Communicating weekly whereabouts and staff rota to all staff
- Manage tea & coffee stocks & ordering as necessary
- Keeping communal areas tidy and presentable
- Complete the office opening & closing checks
- General ad hoc duties & helping other departments when needed

Office Administration & Facilities

- Ordering stationary and office supplies, keeping check lists up to date
- Coordinating general maintenance & facilities queries with Somerset House
- Arranging
- Coordinate and attend Company Socials
- Order in office furniture as required
- Maintain the stock list of storage in house & off-site storage
- Coordinate and organise the removal of items from the off-site storage, including scanning, and shredding old documentation.
- Advertise recruitment roles externally using approved recruitment Job Boards.
- Shortlist and invite candidates interviews & interview tasks.
- Support coordinating and arranging interviews.
- Any other admin duties that may be required

Additional Administration duties

- Managing intranet for all admin purposes
- Provide cover for EA when require e.g. holiday or, sickness
- Set up & manage zoom meetings when required

Benefits

- 25 days of paid holiday, 5 of which are to be used during the end of year 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



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- 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 before/on the closing day specified.

Person specification

To be successful in this role you must be discrete, as this role contains a lot of confidential information. You will also need to be warm, friendly and have a professional manner with all internal and external visitors, employees and artists alike.

With a positive 'can do' attitude and ability to motivate yourself in quieter periods, you will take the initiative to identify research and develop opportunities.

You will be well organised, have great attention to detail & interpersonal skills with a sunny disposition.

Skills and Experience:	Essential:	Desirable:
Demonstrable understanding of professional confidentiality and discretion.	✓	
Ability to manage and prioritise varied tasks with multiple deadlines.	✓	
Able to work as part of a team.	✓	
Good organisation skills, able to plan ahead and with a problem-solving attitude.	✓	
Good communication skills	✓	
Good IT skills, proficiency in the Microsoft Office suite	✓	



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Friendly and professional	✓	
Experience of scheduling and organising events from start to finish		✓
An active interest in classical music		✓
