**JOB DESCRIPTION**

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| Title: | Intern Artist Coordinator |
| Reporting to: | Artist Coordinator |
| Basis: | Fixed term 1 year – working 35 hours a week |
| Salary: | London Living Wage |
| Location: | Hybrid working – London Office Based at Somerset House |
| Closing date: | 11.59pm Sunday 24th September 2023 |

**What to Expect**

To gain comprehensive and useful insight into the world of Music Management. To experience the different components that contribute to Artist Coordination including administration, coordination and data inputting working alongside dedicated supportive professionals.

You will be assisting Artist Coordinators/Associate Managers in their day to day.

**The Programme**

You will gain experience across all aspects of Artist Coordination including an oversight of how HarrisonParrott runs within the world of Artist Management.

Our internship programme is for all, we welcome applicants from all back grounds. We are an equal opportunity employer.

**Key Areas of work**

**Artist/Project administration 70%**

* Maintain the computer and online diaries of artists/project.
* Collate and complete/update recording of information in Overture.
* Support in researching international travel and accommodation which includes: checking final issue of tickets and sourcing any necessary local transport.
* Supporting on finalising all details relating to the timing and running order of engagements / projects.
* researching visa and travel requirements

**Contracts 10%**

* Assist in the administration of contracts.

**Press and PR 10%**

* Maintain (as directed) biographies, discographies and repertoire lists.
* Assist in maintaining artist/client project pages, checking latest riders and project information is available for download.

**General 10%**

* Collate and formulate reports and schedules.
* Supporting with maintaining the financial information recorded on Overture.
* Assisting on research where necessary
* Attending concerts

**Benefits**

* 25 days of paid holiday for the duration of the Internship in addition to statutory bank and public holidays.
* 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.

Person specification

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| Skills and Experience: | Essential: | Desirable: |
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| High level of accuracy, attention to detail. | ✔ |  |
| Fluent in English. | ✔ |  |
| Excellent IT skills, proficiency in the Microsoft Office suite | ✔ |  |
| Additional language |  | ✔ |