

# JOB DESCRIPTION

Title:	Artist Coordinator
Reporting to:	Senior Management Team
Salary range:	£25,725 - £30,450 dependent on experience
Basis:	Full time: Monday – Friday hybrid working and London office based
Location:	London: Somerset House
Closing date:	23.59 pm Sunday 21st July 2024

## About us

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This is a truly unique opportunity 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 80 employees who speak a total of 11 European languages as well as Cantonese Japanese, Korean, Mandarin, and Russian. With offices in London, UK, Munich, Germany, Paris, France, and Madrid, Spain and Beijing we operate on a truly global scale. While our main focus is classical music, we also work with other art forms, including performing arts, dance, opera and theatre, and have in-house boutique agencies, Polyarts, that manages artists from a wider range of music genres, and our home for composers, Birdsong Music Publishing.

In October 2023 HarrisonParrott became an Employee Ownership Trust and after you have been employed for 12 months including having successfully passed your probation, you will automatically become a beneficiary of this Trust.

## Job purpose

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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).

Always ensuring exceptional service consistency and personal assistance to artists, anticipating needs, addressing concerns, and resolving issues as and when they arise in a professional, confident, and efficient manner.

## Key relationships

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Artist Coordinators, Associate Artist Managers, Artist Managers, Associate Directors, Directors, the Marketing team, and the Finance team.



### 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 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.

### 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.

### 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.
- Annual ticket allowance for HarrisonParrott artist events.
- Employee Assistance 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

Additional Information

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**We are an equal opportunity employer and value diversity. We welcome applicants from all backgrounds.**

To apply for this role please send a completed application form along with an equal opportunities form to <mailto:hrandops@harrisonparrott.co.uk> before 21<sup>st</sup> January 2024 (midnight).

## PERSON SPECIFICATION



## HARRISON PARROTT

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 high number 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)	✓	
A good knowledge of and active interest in classical music	✓	
Experience of handling international Visa applications		✓
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 in scheduling and organising extensive travel arrangements.		✓
Music degree		✓
Working knowledge of at least one additional modern language.		✓