



## JOB DESCRIPTION

<b>Title:</b>	Senior Manager/ Associate Director Productions, Polyarts
<b>Reporting to:</b>	CEO Polyarts, Chairman HP, HarrisonParrott
<b>Salary range:</b>	£50,000 - £60,000 pounds plus a potential performance bonus structure
<b>Basis:</b>	Full time
<b>Location:</b>	London: Somerset House hybrid working or Remote
<b>Closing date:</b>	23.59pm Sunday 30th April

### About us

Polyarts are changemakers – dynamic, groundbreaking and at the forefront of driving change in the evolving classical music ecosystem. The Polyarts philosophy is a no-size-fits-all approach to innovative talent management, built on the core beliefs that diversity and equality are the foundation of great art.

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Founded in 2015 by Moema Parrott in response to a perceived gap in the space between Classical and Commercial music and to the change in programming and the way audiences approach music in general, Polyarts grasped the opportunity to leap from traditional classical music management to managing a genre-defying portfolio of artists, specialising in mining talent, expanding and developing diverse audiences, embracing eclectic projects and initiating new ventures at speed.

Polyarts has an established roster of diverse, multi-faceted artists and projects leading on the cutting edge of new, classical and orchestral music, which includes composers, performers, curators and creators that span Symphonic, Pop and Festival Performance, Film, Gaming, Visual Arts, Tech, Sports, Theatre, Design and Speaking Events.

With our dedicated, passionate and entrepreneurial team of industry experts, we understand that for our artists, their work is their life. We match their commitment and creativity by taking a holistic and personal approach to growing their careers and audiences on a global scale.

Polyarts, a HarrisonParrott Associated Company

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## **Job purpose**

Polyarts are looking for an ambitious and experienced Senior Manager/ Associate Director, to work alongside existing senior Artist management at Polyarts. They will take the company and more specifically projects/ production department to the next level, both strategically and commercially. The role's primary function would be to develop the business, manage large commercial projects and productions linked to world class artists and clients, to global success.

This person would be a key contributor to wider company strategic and entrepreneurial initiatives and identify opportunities for the company.

This role would become a key part of the senior management team at Polyarts, who are rapidly becoming a global reference in the space between classical, contemporary and commercial music.

Polyarts seek people with a no-nonsense, pro-active drive, professionalism and ambition, who are excited about playing a key role in the future of the arts on a global scale and leading the change in a rapidly changing industry.

## **Key Accountabilities**

### **General overview**

- Oversee a roster of existing properties and develop new properties/titles within the roster with a focus on top level talent and symphonic projects
- With strategic guidance and input from the CEO and team/ formulate a strategic plan for these projects.
- Demonstrable Commercial, Production and Operational experience is a must
- Demonstrable professional experience in contracting, budgeting and delivering successful commercial live events and projects (offer sheets, contracts etc)
- Identify and recruit both new artist signings (established and developing artists) and potentially bring in new projects to the roster from the start.
- Seek out and identify the best partners across all areas (Live, media, marketing, PR, promoters) depending on genre, style or leading artist/ project's wishes
- Produce projects from scratch and or sell ready-made projects globally
- Understanding of the Commercial industry (from Media, Live, Financial aspects) and Symphonic industry – Gaming and Filming industry experience (symphonic tours) a plus
- Work with the CEO/Management of Polyarts and senior team to improve all aspects of the Polyarts brand.
- Contribute to the Polyarts Company management/ governance aspects as the role develops
- Ability to work effectively to deadlines in a fast paced environment, with multiple stakeholders and demands simultaneously
- Travel 3-4 times a year to events or conferences relevant in the business (ie SXSW, APAP etc)

### **Special Projects/ Productions**

- Fully oversee and grow a roster of symphonic commercial pop, rock, jazz, gaming, film artists and projects in the attractions space (Symphonic tours)

- Work with different formats and partners depending on projects (i.e. commercial bookers, promoters or direct to venue sales)
- Focus on growing and cementing gaming music projects both through existing projects and new projects in the embryo stage
- Create projects from scratch with world class artists and partners and or sign ready to go projects
- Book/ sell globally (depending on the project either through agents, directly or through promoters etc.)
- Negotiate/advise on contract terms, ensure fee negotiations are finalised, supervise teams in their role to process and manage the issuing and finalisation of contracts/ budgets/ offers/ and production.
- Negotiate/advise on contract terms for contracts which are non-specific to engagements, such as recording and TV/Media contracts, sponsorship, branding contracts, media partnerships, production partners, guest artist contracts etc.

#### Financial administration/ Dealmaking

- Ability to produce and manage complex and accurate projections, budgets and other financial information to ensure the company's finance team, clients and artists/orchestras have relevant information
- Confident and experienced deal maker who will deliver successful and profitable projects with multiple facets and time pressures
- Ability to contribute to wider business financial objectives.
- Planning and management of own travel budget.
- This role will have clear financial targets and annual KPIs to be set on a 3-5 year basis.

#### Sales, marketing, recording and PR

- Establish and build relationships with venues/promoters/orchestras/ artist PR teams
- Lead team on the general marketing strategy and effort- full understanding of PR, Marketing, social strategies via Promoters, partners or internally depending on project
- Assistance with other parts of the business and specific projects where expertise is required (artists and touring) is needed.
- Advise artists/orchestras on their marketing, PR and digital strategies to complement their musical identity and find relevant partners.
- Work with recording partners to drive the best recording strategy for the project/ artists

#### Strategy, business development and entrepreneurship

- Work with CEO and Directors to help define and deliver strategic objectives for Polyarts, in this growing area - identifying targets, gaps in the roster, trends in the industry and developments in specific markets/territories
- Work on developing the unique and world class roster further and deliver with top level quality and professionalism
- Develop tools, business models, tools and expertise to deliver the best for the clients and business in a hybrid business
- Act as an ambassador for the company and improve efficiency and professionalism/ expertise in house
- Support branding and recognition in the industry, be a face for the company externally

#### People

- Day to day line management of 2-3 direct reports.

#### 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

## How to apply

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

To apply for this role please send a CV with a cover letter to [hr@harrisonparrott.co.uk](mailto:hr@harrisonparrott.co.uk).

## PERSON SPECIFICATION

This is a management role, and you will have extensive proven comprehensive experience in a management role in the music, media business across various areas (Artist and Title management, recording labels and contracting, Touring, Booking, Agency and Production) is crucial to the success of this role. A love and passion for good music making and exciting standout live events would help enormously, and we are looking for someone social and excited by big business.

To be successful in this role, you must demonstrate a proven track record budgeting and delivering successful commercial live vents and projects and possibly even bring some projects/ artists to the roster with you. You will be an ambitious, proactive and driven negotiator with a thorough knowledge of commercial music and a sound understanding of the music business. Knowledge of and/or connections with Global level performers, orchestras, venues, festivals and recording companies is a must. Key markets: US/UK and European markets

Along with extensive hands-on experience in a senior artist or arts management role, we are looking for a highly commercial thinking, talented deal maker and resilient team player who is adaptable to change and able to prioritise competing demands in a positively challenging and dynamic environment.

You should have excellent interpersonal skills, able to manage up, down and across organisations and be comfortable speaking and negotiating with partners, artists, promoters and venue teams at all levels. Impeccable professional and presentation skills as an ambassador for our business and artists. Potential for growth within the company into a Senior management role for the right candidate.

## EVALUATION

The role will be reviewed with commercial targets and KPIs annually set at the start of the employment period. Salary and potential bonus linked to performance.

# PERSON SPECIFICATION

Skills and Experience:	Essential:	Desirable:
Proven experience and competency in and direct responsibility for the front line management of a portfolio of world class musical artists including strategic career planning, sales and marketing, and contract negotiation, including commercial projects.	✓	
Demonstrable experience in budgeting successful commercial live events and projects	✓	
Excellent relationships with Global orchestras, venues, promoters in commercial space and traditional space	✓	
Proven ability with Sales: Symphonic Booking or Production in US, Europe a plus/ work within a commercial booking Agency a plus	✓	
Proven experience budgeting and developing large production projects and possibly company management from scratch to successful implementation and sales/ touring	✓	
Proven ability to independently identify, sign and develop your own list of directly signed artists and projects	✓	
Proven ability to handle independently and manage a team overseeing Production, Financial aspects and 360 aspects of Attraction projects from Development to Sale and to contribute to, and show deep understanding of, the development and growth of wider business and commercial strategies.	✓	
Entrepreneurial attitude, internationally respected, confident in presentation with an ability to “think outside the box”.	✓	
Deep and constantly evolving knowledge of and active interest in commercial music as well as some understanding of orchestral projects	✓	
Experience of managing teams	✓	
High level of accuracy, attention to detail.	✓	
Excellent organisation skills.	✓	
Ability to manage and prioritise a large number of varied tasks with multiple deadlines.	✓	
Educated to at least undergraduate degree level.		✓
Competence in at least one other language		✓
Possibly bring artists/projects on to the roster with you		✓
Experience with Gaming or Film Music Symphonic projects or TV, Film, Gaming, Sports, industry		✓