

# JOB DESCRIPTION

Title:	Administrator – Artist Relations Team
Reporting to:	Senior Artist Relations Manager
Salary range:	£25,725 – £30,450 <i>dependent on relevant experience</i>
Basis:	2 days in the office per week, hybrid working – <b>Fixed term contract for 1 year.</b>
Location:	London: Somerset House
Closing date:	23.59pm, Sunday 13 <sup>th</sup> April 2025

## About us

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This is a unique opportunity to join an award-winning artist and project management agency.

While our main focus is classical music, we also work with other art forms, including performing arts, dance, opera and theatre. We also have our Associated Companies Polyarts, which manages artists from a wider range of music genres, and Birdsong Music Publishing, a bespoke publishing company.

## Job purpose

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You will be an effective and efficient administrator who can 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).

You will have skills from administrative work and backgrounds such as hospitality, PA work, operations, travel, and tourism.

## Key accountabilities

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### 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.



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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.

### **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.



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### Benefits

- 25 days of paid holiday per year (pro-rated) in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December. Increasing to 28 days after 5 year's service.
- 1 moving day per year.
- Company Pension Scheme.
- Annual ticket allowance for Polyarts and HarrisonParrott artist events.
- Flexible working, starting and ending times.
- Employee Assistant Programme.
- 24/7 GP consultations / second medical opinion.
- Study support and leave.
- 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 welcome applications from people from all backgrounds and will make reasonable adjustments for disabled individuals as required.**
- We welcome applications from individuals who may not meet all the requirements in the skills and experience section or from those who possess transferable skills.
- This is a description of the job as currently presented. Please note the role's responsibilities are subject to change through review and discussion with post-holder.
- **Hours of work & hybrid-working:** Standard working hours for the team are 09:30 – 17:30, Monday to Friday. We operate a hybrid working with a minimum of two days per week. Alongside a flexible working policy where we operate starting and ending times.
- The post-holder will be expected to assume duties outside of working hours on occasion (including evening work) to support the delivery of the role and operation of the organisation.

### To apply

Completed **applications are to be sent to [hr@harrisonparrott.co.uk](mailto:hr@harrisonparrott.co.uk)** with a completed equal opportunities form.



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### PERSON SPECIFICATION

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To be successful in this role you must possess solid organisation skills. 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 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 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 scheduling and organising extensive travel arrangements.	✓	
Experience of handling international Visa applications	✓	
Interest in classical music	✓	
Music Degree		✓
Working knowledge of at least one additional modern language.		✓