



JOB DESCRIPTION

Title:	Artist and Projects Coordinator
Reporting to:	Associate Director: Polyarts
Salary range:	Entry Level, As Agreed with CEO
Basis:	Full time or freelance options available
Location:	London, Somerset House
Closing date:	Hybrid working options available Sunday 12 th January 2025, 23.59pm.

The primary function of the Artist and Projects Coordinator is to support managers in the servicing, coordinating and administration of a fixed roster of artists and projects.

Ensuring exceptional service consistency and personal assistance to always to our clients, internal and external, this person should be anticipating needs, addressing concerns, and resolving issues as and when they arise in a professional, confident and efficient manner.

The Artist and Projects Coordinator shall be responsible for all day-to-day logistics, diary fixing and management of a fixed roster of artists, and take a proactive approach to advancing all contracts, **invoices**, logistics, scheduling, marketing materials and travel booking.

This role is perfect for someone 1-2 years into their career, or a talented recent graduate.

There is space for growth in this small yet dynamic organisation who specialise in contemporary crossover, boundaryless and unique musical artforms.

Relationships

Associate Director Polyarts, Manager Polyarts, CEO Polyarts

Key accountabilities

Artist and Project Administration

- Maintain various computer diaries of each Artist/Project and finalise details of each booking engagement in 'Overture' (diary system)
- Collate and complete/update records of information on dates, venues, fees, times of rehearsals, recording sessions, writing sessions and concerts.
- Co-ordinate and create schedules and itineraries for Artists and Touring Parties.
- Check repertoire details including versions/editions, language, string strengths and instrumentation.
- Decide requirements for work permits and/or visas and make applications where necessary.
- 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.
- Where necessary handle the digital delivery of musical scores and parts
- Look after guestlists for Artists, Managers and Record Labels

Finances

- 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
- Work with management team to ensure prompt payments of received invoices, and to invoice external parties
- Maintain shifts and changes in Polyarts-specific Project Budgets and assist on budget reconciliation and analysis
- Work with manager and accounts departments to issue fee and commission invoices report on budget reconciliations
- 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 and managing financial spreadsheet of artists
- Process incoming royalty statements and other correspondence relating to incoming monies.

Contracts

- Administer contracts for large scale projects alongside Managers
- Draft contracts for guest artists and third parties
- Become a specialist in crossover project contracts, and be willing to learn and be trained on broadcasting, media and other contractual terms

Marketing

- Support the senior management team to deliver Polyarts' social media content and output, relating to assigned roster
- Regularly update artist/client project pages, biographies, checking latest riders and project information is available for download.
- Update websites with reviews, content and biographies on a semi-regular basis
- Assist on monthly artists and business news through Mailchimp

Other

- Collate and formulate reports from Overture, as request of managers
- Set up calls and send diary invitations for management

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.
- Company Pension Scheme.
- Annual ticket allowance for Polyarts and HarrisonParrott artist events.
- Flexible working, starting and ending times.
- Employee Assistant 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

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** and must include a copy of your CV, completed application form and equal opportunities form.

PERSON SPECIFICATION

Skills and Experience:	Essential:	Desirable:
High level of accuracy, attention to detail	✓	
Solid organisation skills	✓	
Ability to manage and prioritise tasks with multiple deadlines	✓	
Digital Marketing Experience	✓	
Excellent IT skills	✓	
Proficiency in Microsoft Outlook	✓	
Prior experience in a relevant and related area of the music business	✓	
Excellent knowledge of and active interest in music.	✓	
Knowledge of orchestral set up and experience in working with orchestras	✓	
Previous production and/or concert management skills	✓	
Knowledge and experience of contract terms		✓
Educated to at least undergraduate degree level or equivalent.		✓
Additional Language		✓