



## Personal Assistant to Managing Director and Artist Coordination Support

### 1. The Company

Detailed information about KD SCHMID can be found on our website: [www.kdschmid.de](http://www.kdschmid.de)

KD SCHMID is one of the world's leading music management companies, with offices in Hannover, London and Berlin. We specialise in bespoke strategic artist management and arranging international tours and projects. Established in 1959, we pride ourselves on our heritage and family-orientated team culture that we have maintained throughout our long history and across all 3 offices. We also maintain a close collaboration with one of the leading German promoters, Konzertdirektion Goette in Hamburg.

We have a distinct international in-house style with a reputation for building longstanding relationships with artists, orchestras, promoters and venues.

The London office was established in 1998 by the current Managing Director, Karen McDonald, and now comprises a team of 17. Based in the heart of London's Covent Garden, the London office exclusively focuses on artist management, with a bespoke list of general and local management artists.

### 2. Role

We are seeking an empathetic individual with an eye for detail to join the KD SCHMID team as the **Personal Assistant** to Karen McDonald. The role requires supporting, adapting to, and forming an intuitive partnership with a busy and dynamic Managing Director. Karen is responsible for running the KDS Artist Management Department, jointly managing the KDS Group and undertaking the executive management of her own roster of artists. Additionally, the candidate will have some duties supporting an artist.

This is a fantastic opportunity for a candidate to be part of the inner workings of music management whilst also fostering strong relationships with artists, promoters and recording partners.

### 3. Essential competencies

- Organisational insight and planning for the short, medium and long term.
- Initiative, creative thinking and a pro-active approach.
- Great team player with high integrity and empathy.
- Dealing with high-profile contacts and the ability to build functional relationships to support the company and MD.
- Managing tasks under own supervision and prioritise a varied workload.
- Work on a large number of tasks at any one time under pressure and tight deadlines.
- Ability to remain calm and efficient under pressure.
- Exceptional oral and written communications skills with excellent interpersonal skills.
- IT literate with knowledge of Microsoft Office suite.
- An interest in Classical Music and related art forms.
- Ability to speak and write German will be a distinct advantage.



## 4. Key Responsibilities

### 4.1 Personal Assistant

- Comprehensive diary management, having autonomy to make decisions using initiative to anticipate and issues and determine key priorities.
- Supporting our MD to thrive in her key responsibilities.
- Anticipate the needs of the MD, constantly forward planning, prepping logistics, information, material and people in advance of the schedule.
- Diligent gatekeeper for all incoming MD phone calls, enquiries and requests, handling or liaising with colleagues as appropriate.
- Crossover support and assistance for MD's high-profile client, pulling together strategic reports and ensuring ongoing circulation.
- Deal with incoming emails on behalf of the MD, drafting correspondence as necessary.
- Organising complex travel schedules.
- Arranging meetings and preparing itineraries.
- Arranging pre/post-concert activities for the MD, including handling backstage lists.
- Arranging MD presence in internal staff meetings and departmental meetings across the 3 offices. Support the Director of Operations and Senior Management Team in maintaining regular meetings with the MD in the ongoing management of business operations.
- Attend meetings; taking minutes; writing up meeting reports, filing and circulating to relevant staff.
- Handle sensitive information with the highest level of discretion and confidentiality.
- Perform ad hoc project tasks or duties as required, at the request of the Executive and Operational Team.

### 4.2 Artist Coordination Support

- Supporting preparations for various aspects of one artists' engagements, including liaising between promoter and artists for rehearsal schedules, score materials, contracts, concert tickets, etc.
- Producing a detailed itinerary for the artist in advance of their engagements.
- Adding flights and hotels to Overture, researching flight options in conjunction with Travel Agency.
- Organising work permits, A1 forms, withholding tax and visa applications where needed.
- Providing PR support as necessary.
- Ad hoc support for Coordination department's holiday cover.

*Salary: Commensurate with experience.*

The closing date for applications is Friday, 16 September 2022. Please, send your cover letter and CV to Eva Gerges: [eva.gerges@kdschmid.co.uk](mailto:eva.gerges@kdschmid.co.uk). N.B. Applications without a cover letter and CV will not be considered.

**KD SCHMID is an equal opportunities employer.** We want to make sure that our selection processes are as fair as they can possibly be, providing a level playing field for anyone who wants to come and work for us. If you require any adjustments to the interview process, please feel free to get in touch.