



Artist Coordinator

Job Title: Artist Coordinator
Location: London
Reports to: Associate Artist Directors & Senior Artist Manager

1. The Company

Detailed information about KD SCHMID can be found on our website: 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 three offices.

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 13. 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

A fantastic opportunity has become available for an experienced and empathetic individual with an eye for detail to join the KD SCHMID team:

- Artist Coordinator to a bespoke roster of artists. Responsible for nurturing a relationship of trust with the artists.
- Service concert engagements from the booking stage to completion and further support to the leading artist manager as required.
- You will be expected to keep on top of all forthcoming engagements, where possible using experience to anticipate problems and seeking immediate guidance for any areas of concern.
- Supporting, adapting to and forming an intuitive partnership with the leading artist managers for your artists.
- Foster a strong relationship with promoters and recording partners.
- Given the international scope of the artists, some out-of-hours work in lieu of emergencies should be expected.

3. Essential competencies

- Organisational insight and planning for the short, medium and long term.
- Demonstrable experience in a comparable artist logistics and administration role.
- 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 relationships.
- Experience of managing a large number of tasks under own supervision and ability to prioritise a varied workload under pressure and tight deadlines, whilst remaining calm and efficient.
- Exceptional oral and written communications skills.
- IT literate with knowledge of Microsoft Office suite.
- An interest in Classical Music and related art forms.
- Fluent spoken and written German would be a distinct advantage



4. Key Responsibilities

❖ Logistics and Administration:

- **Itineraries:** Responsibility and confidence in preparing and finalising artist itineraries in good time prior to engagement periods.
- **Engagements:** take complete ownership of the engagement servicing once bookings and finances are confirmed:
 - Liaise between artist and promoter for rehearsal schedules, score materials etc.
 - Providing PR materials to the promoter.
 - Hotel and apartment research and bookings as per the artist's distinct preferences.
 - Organise car transfers.
 - Ensuring key email chains are filed to support the ongoing effective running of the team.
- **Visas, A1s and Withholding Tax:** arranging and processing visas and ensuring timely application for A1s and UK withholding tax applications.
- **Concerts:** arranging pre/post-concert activities, handling backstage lists, arrange comps and tickets.
- **Diary:** maintaining and updating company diary system (Overture) with all artist logistics and financial information. Producing draft long-term schedules.
- **Contracts:** swift recovery and checking of all details, consulting with Legal & Finance on any issues.
- **Fees:** issue fee invoices to promoters in a timely manner and coordinate with Finance/Artist to ensure timely fee payments.
- **Royalty Statements:** timely recovery and checking through all royalty statements.
- **Commission Invoices:** carefully process and issue commission invoices for your artists and coordinate with Finance.
- **General office administration:** duties shared with other coordinators.

❖ Staff Travel Preparation

- Request and confirm promoter meetings.
- Travel research and booking flights/hotels.
- Producing staff itineraries.
- Collate artist briefings and prepare meeting materials.
- Request & manage staff travel per diems.

Salary: Commensurate with experience.

The closing date for applications is 6pm, 6 December 2019. Please, send your cover letter and CV to Eva Gerges: eva.gerges@kdschmid.co.uk. Only successful candidates will be contacted for an interview.