



## INTERNSHIP VACANCY

### Internship Opportunity at KD SCHMID London

Based in Covent Garden, our boutique classical music management agency is seeking an ambitious and confident intern with an interest in classical music. The candidate must display good organisational/prioritisation skills, an advanced ability to communicate with clients and with different levels of staff, and have a keen eye for detail. A substantial part of the role includes working within a busy team, however, initiative to work independently is also important.

Daily tasks range from supporting various teams and staff members, to working on your own projects. By working closely with experienced artist managers and administrators you will gain first-hand experience and a working knowledge of the classical music industry through the eyes of artist managers and the artists themselves.

We are particularly interested in applicants with a sound knowledge of classical music. You should also demonstrate a willingness to learn more about the international concert industry. The role is ideal for recent graduates, and also open to university students seeking an internship opportunity.

Ability to speak another language, especially German, is beneficial however not essential.

Post available: From Friday, 1 March 2019 – Friday, 31 May 2019 (dates are negotiable).

Hours: 9.30 – 17:30 Monday – Friday. The internship is salaried.

Please send a CV and covering letter to [eva.czarniecki@kdschmid.co.uk](mailto:eva.czarniecki@kdschmid.co.uk). We will endeavour to provide feedback wherever possible. However, due to a high number of applications if you have not heard from us within 4 weeks we regret that you have been unsuccessful on this occasion.

The application deadline is **Monday, 18 February 2019**, and interviews will be held in the same week.



## Role & Responsibilities

### 1. Artist Coordination Support

To carry out various artist-related tasks as directed by Artist Coordinator, Associate Manager or Manager.

Duties can include:

- Updating information on artists' diary systems and e-filing
- Managing the artists' recording archive in the office
- Assisting in visa applications

### 2. PR Administration

Some PR Administration in collaboration with relevant Artist Coordinator / Associate Manager / Manager. Duties can include:

- Circulating daily press summaries
- Researching and pasting concert reviews and artist press
- Maintaining general update of press materials

### 3. Staff Travel

As directed by Artist Associate Manager or Manager:

- Arranging and preparing business meetings in office and away from office
- Researching and booking flights and hotels for staff members
- Arranging briefings
- Producing itineraries
- Preparing meeting materials
- Recording staff expenses

### 4. Office Administration

To carry out various tasks as directed by Artist Coordinator, Associate Manager or Manager.

- Answering the general line as the first point of contact to callers
- Organising catering for meetings
- Supporting the smooth running of an office